

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the incident or situation]. I realize that my actions may have hurt or caused inconvenience to you, and for that, I am truly sorry.

It was never my intention to [acknowledge the impact of your actions], and I take full responsibility for my mistakes. I have reflected on what happened and understand how it could have been handled differently.

Moving forward, I am committed to [outline any steps you are taking to rectify the situation or prevent future occurrences]. I value our relationship and hope we can move past this.

Thank you for your understanding and patience. Please let me know if there's anything I can do to make amends.

Sincerely,  
[Your Name]