

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I realize that my actions may have caused you [mention the feelings or consequences it had on the recipient], and I deeply regret that.

I take full responsibility for my behavior and understand that it was unacceptable. It was never my intention to [explain unintended impact], and I truly value our relationship.

Moving forward, I am committed to making amends and ensuring that this does not happen again. If you are open to it, I would love to discuss this matter further and understand your perspective.

Thank you for considering my apology. I truly hope to reconcile and restore our relationship.

Sincerely,

[Your Name]

[Your Contact Information]