

[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 [specific action or incident].

I realize that my actions may have caused you [feelings or situations caused]. It was never my intention to hurt you, and I deeply regret the impact of my behavior.

I take full responsibility for my actions and understand the consequences they may have had on our relationship. I value our connection and hope to make amends for my mistake.

Please know that I am committed to [steps you will take to rectify the situation]. Your feelings are important to me, and I would appreciate the opportunity to discuss this further.

Thank you for considering my apology. I hope we can move forward and restore our relationship.

Sincerely,
[Your Name]