

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to sincerely apologize for [briefly explain the situation or incident]. It was never my intention to [express the negative impact of the situation, if applicable].

I understand that my actions may have caused you [describe any feelings or reactions that were a result]. I take full responsibility for my actions, and I am truly sorry for any discomfort or inconvenience I may have caused.

To make amends, [mention any steps you are taking to rectify the situation or prevent it from happening again]. Your understanding and forgiveness would mean a lot to me, and I hope we can move past this incident together.

Thank you for taking the time to read my apology. I value our relationship and hope to hear from you soon.

Sincerely,
[Your Name]