

[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 [specific incident or behavior] that occurred on [date of incident]. I understand that my actions may have caused you [describe the impact on the recipient], and I deeply regret any distress or inconvenience I have caused. It was never my intention to hurt you or create any discomfort in our relationship.

Moving forward, I am committed to [explain steps you will take to rectify the situation or change your behavior], and I hope to rebuild your trust. Thank you for your understanding and patience. I value our relationship and hope to hear from you soon.

Sincerely,
[Your Name]