

[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 message finds you well. I am writing to sincerely apologize for [describe the mistake or issue briefly].

I realize that my actions may have caused [explain potential effects or consequences briefly]. It was never my intention to [mention any unintentional harm or inconvenience caused].

To rectify the situation, I [explain any steps you have taken or will take to fix the issue]. I deeply value our relationship and am committed to ensuring this does not happen again in the future.

Thank you for your understanding and patience. I appreciate your consideration and look forward to your response.

Sincerely,  
[Your Name]