

[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 [briefly explain the incident or action]. I realize that my behavior was [acknowledge the impact of your actions], and I deeply regret any hurt or discomfort I may have caused you.

I take full responsibility for my actions and understand how they may have affected you. It was not my intention to [describe the unintended consequence], and I am truly sorry for any distress I have caused.

Moving forward, I am committed to [mention any steps you plan to take to rectify the situation or ensure it doesn't happen again]. I appreciate your understanding and patience during this time.

Thank you for considering my apology. I value our relationship and hope we can move past this.

Sincerely,
[Your Name]