

[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 incident or action]. I understand that my behavior may have caused you [explain the impact, feelings, or reactions].

I take full responsibility for my actions and am truly sorry for any distress or inconvenience I have caused. It was never my intention to [mention the unintended consequence].

Moving forward, I assure you that I will [explain what you will do differently or steps you will take to prevent this from happening again].

I value our relationship and hope to rebuild your trust.

Thank you for your understanding. I appreciate your forgiveness and hope we can move past this.

Warm regards,

[Your Name]