

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

RJ Smith

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

Dear RJ Smith,

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the incident or action that requires an apology]. It was never my intention to [explain the impact or feelings caused by the action], and I genuinely regret any discomfort I may have caused.

I value our [relationship/friendship/working relationship] and feel sad that my actions may have put a strain on it. I assure you that I have reflected on what happened and am committed to ensuring it does not happen again.

Thank you for your understanding and patience in this matter. I hope we can move forward and strengthen our connection. Please let me know if you would like to discuss this further.

Warm regards,
[Your Name]