

[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 reason for the apology, e.g., my behavior, a mistake I made, etc.].

I understand that my actions may have caused you [describe the impact on the recipient, e.g., hurt, inconvenience, etc.], and I take full responsibility for that. It was never my intention to [state the negative outcome], and I deeply regret any distress I may have caused.

I value our relationship and am committed to making amends. [Mention any steps you are taking to rectify the situation or prevent it from happening again].

Thank you for your understanding and patience. I hope we can move forward from this and strengthen our relationship.

Sincerely,

[Your Name]