

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

JJ Smith

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

Dear JJ Smith,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or action that caused offense]. I realize that my behavior may have caused you [hurt, disappointment, frustration, etc.], and for that, I am truly sorry.

I want to take full responsibility for my actions and the impact they had on you. It was never my intention to [cause harm, upset you, etc.], and I regret that my choices led to this situation.

I am committed to learning from this experience and ensuring it does not happen again. [Optional: Mention any steps you are taking to make amends or improve.] I value our relationship and hope to rebuild your trust.

Thank you for your understanding and patience as I navigate this situation. I appreciate your time in reading my letter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]