

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

JJ Morgan

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

Dear JJ,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I understand that my actions may have caused you [describe impact, e.g., hurt, disappointment, etc.].

It was never my intention to [explain your intention or misunderstanding]. I take full responsibility for my actions and deeply regret the effect they had on you.

[If applicable, mention any steps you are taking to rectify the situation or ensure it does not happen again.]

I value our relationship and hope to make amends. Thank you for your understanding, and I hope we can move past this.

Sincerely,
[Your Name]