

[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 letter finds you well. I am writing to sincerely apologize for [specific action or behavior]. I realize that my actions may have caused you [mention any feelings or consequences], and for that, I am truly sorry.

It was never my intention to [explain what you didn't intend], and I regret any discomfort or frustration I may have caused you. Upon reflection, I understand the impact of my actions, and I am committed to making amends.

To rectify the situation, I have taken the steps of [mention any steps you've taken or plan to take]. I value our relationship and hope to rebuild your trust in me.

Thank you for your understanding and patience during this time. I look forward to hearing from you and hope we can move past this together.

Sincerely,

[Your Name]  
[Your Position, if applicable]