

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [briefly explain what you did]. I realize that my actions may have hurt you, and for that, I am truly sorry.

It was never my intention to [mention the impact of your actions]. I understand how my behavior affected you and our relationship, and I take full responsibility for it.

I value our friendship and would like the opportunity to make things right. Please let me know if you're open to having a conversation or if there's anything I can do to help mend the situation.

Thank you for taking the time to read my letter. I hope to hear from you soon.

Warm regards,

[Your Name]