

[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 [specific incident or behavior]. I understand that my actions may have caused you [mention any consequences or feelings], and I am truly sorry for that.

It was never my intention to [explain the impact of your actions], and I regret any inconvenience or hurt I may have caused. [Optional: Briefly explain the reason for your actions, if applicable].

I value our relationship and want to assure you that I am taking steps to ensure this does not happen again. [Mention any actions you will take to remedy the situation or prevent a recurrence].

Thank you for your understanding, and I hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]