

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

Tzuyu

[Agency Name or Address]
[City, State, Zip Code]

Dear Tzuyu,

I hope this letter finds you well. I am writing to sincerely apologize for [specific incident or reason]. It was never my intention to [describe the unintended consequences of your actions].

I appreciate your understanding and patience regarding this matter. I truly admire your talent and dedication, and it hurts me to think that my actions may have caused you any distress.

Moving forward, I will make sure to [mention any actions you will take to rectify the situation or prevent it from happening again]. Thank you for taking the time to read my letter. I hope you can find it in your heart to forgive me.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]