

[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 message finds you well. I am writing to sincerely apologize for [specific reason for the apology]. I understand that my actions may have caused you [describe the impact on the recipient], and for that, I am truly sorry.

It was never my intention to [explain further or acknowledge understanding of how you affected them]. I take full responsibility for my actions and the consequences they brought about.

To make amends, I am [explain what you plan to do to rectify the situation or prevent it from happening again]. I value our relationship and hope to regain your trust.

Thank you for your understanding and patience during this time. I look forward to the opportunity to make this right.

Sincerely,  
[Your Name]