

[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 incident or behavior]. I realize that my actions may have caused you [specific feelings or consequences], and I deeply regret any distress that I may have caused.

It was never my intention to [hurt/offend/disappoint] you, and I take full responsibility for my actions. I have reflected on the situation and understand how my behavior affected you and others involved.

Moving forward, I am committed to making amends and ensuring that this does not happen again. [Briefly explain how you plan to change or improve].

Thank you for your understanding and patience during this time. I greatly value our relationship and hope to restore your trust.

Sincerely,
[Your Name]