

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 action] that occurred on [date]. I understand that my actions may have caused you [mention the impact or feelings], and for that, I am truly sorry.

It was never my intention to [explain the context briefly], and I regret any distress or inconvenience I may have caused you. I value our [relationship/friendship] and appreciate your understanding during this time.

To rectify the situation, I [mention any actions taken or intended to take]. I am committed to ensuring that this does not happen again and to repairing any damage to our relationship.

Thank you for taking the time to read my apology. I hope we can move forward and continue our [relationship/friendship] positively.

Sincerely,
[Your Name]