

[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 [describe the impact], and for that, I am truly sorry.

It was never my intention to [hurt/upset/neglect], and I take full responsibility for my actions. I value our relationship and regret any strain this may have caused.

Moving forward, I am committed to ensuring that [describe how you plan to rectify the situation or prevent it from happening again].

Thank you for your understanding and forgiveness. I hope we can move past this and continue to foster our relationship.

Warm regards,

[Your Name]