

[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 [what you did or what happened].

I regret my actions and understand how they may have affected you. It was never my intention to [state the impact]. I take full responsibility for my actions, and I am truly sorry for any hurt or inconvenience I may have caused.

Moving forward, I am committed to [state what you will do to prevent this in the future]. I value our relationship and hope to rebuild the trust that may have been lost.

Thank you for your understanding and patience. I appreciate the opportunity to express my remorse, and I hope we can move past this.

Sincerely,
[Your Name]