

[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 action or incident]. I realize that my behavior may have caused you [describe the impact it had on the recipient], and I truly regret any pain or discomfort I may have caused.

It was never my intention to hurt you, and I take full responsibility for my actions. I have reflected on the situation and understand how it affected you. Moving forward, I am committed to making sure that this does not happen again.

Thank you for your understanding and patience. I value our [relationship/friendship] and hope to rebuild your trust.

Once again, I am truly sorry for my actions. Please feel free to reach out if you would like to discuss this further.

Sincerely,
[Your Name]