

[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 understand that my actions have caused [explain the impact], and for that, I am truly sorry.

It was never my intention to [express what you intended vs. what happened], and I take full responsibility for my actions. I recognize that this has affected our [relationship, situation, etc.], and I am committed to making amends.

To ensure this does not happen again, I plan to [explain any steps you will take to improve or rectify the situation]. I value our [relationship, friendship, partnership] and hope to restore your trust in me.

Thank you for your understanding and patience. I appreciate the opportunity to apologize and hope we can move forward positively.

Sincerely,
[Your Name]