

[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 [briefly explain the situation or action that warrants the apology]. I understand that my actions may have caused [describe any negative impact or feelings resulting from the situation], and I take full responsibility for this. It was never my intention to [explain the intended outcome or sentiment], and I deeply regret any distress I may have caused.

Moving forward, I am committed to [mention any actions you plan to take to rectify the situation or prevent it from happening again]. I value our relationship and am hopeful that we can move past this and rebuild trust. Thank you for your understanding and patience in this matter. I look forward to hearing from you soon.

Sincerely,  
[Your Name]