

[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 issue or incident]. I understand that my actions caused [describe the impact, feelings, or consequences], and I deeply regret any discomfort or trouble this may have caused you.

Please know that it was never my intention to [explain intention], and I take full responsibility for my actions. To rectify the situation, I am [explain any steps you are taking to correct the situation or prevent it from happening again].

I appreciate your understanding and patience in this matter. I value our relationship and hope to move forward positively.

Thank you for taking the time to read my apology.

Sincerely,  
[Your Name]