

[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 reason for the apology].

I understand that my actions may have caused you [describe the impact on the recipient] and for that, I am truly sorry.

Moving forward, I am committed to [mention any steps you will take to rectify the situation]. I value our [relationship/friendship/business partnership] and hope to earn your trust again.

Thank you for your understanding. I hope we can move past this hurdle.

Sincerely,  
[Your Name]