

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for [describe the incident or behavior that you are apologizing for]. I understand that [briefly explain how your actions may have affected the recipient] and I truly regret my actions. It was never my intention to [mention the impact or hurt caused], and I take full responsibility for my behavior.

Moving forward, I am committed to [describe any actions you will take to rectify the situation or prevent it from happening again]. I value our [relationship/friendship] and hope to restore the trust that may have been damaged.

Thank you for taking the time to read my letter. I hope you can find it in your heart to forgive me.

Warm regards,  
[Your Name]