

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 [describe the incident or situation briefly].

I understand that my actions caused [mention any feelings or consequences], and I deeply regret any discomfort or inconvenience I may have caused you.

I take full responsibility for my actions and assure you that it was never my intention to [explain the impact of your actions]. I value our relationship and am committed to making amends.

To prevent this from happening again, I will [describe any steps you will take to rectify the situation].

Thank you for your understanding and patience regarding this matter. I hope we can move forward positively.

Sincerely,  
[Your Name]