

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [briefly explain the situation or incident]. I understand that my actions may have caused [mention any negative impact or feelings], and for that, I am truly sorry.

I take full responsibility for my behavior and assure you it was never my intention to [mention the consequence of your actions]. I value our relationship and appreciate your understanding as I work to improve myself moving forward.

Thank you for your patience, and I hope we can move past this situation. I would be grateful for the opportunity to discuss this further and mend our relationship.

Sincerely,
[Your Name]