

[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 [describe the situation briefly]. I understand that my actions may have caused [mention the impact or feelings it may have caused], and for that, I am truly sorry.

I take full responsibility for my actions and assure you that it was not my intention to [mention any specific unintentional consequences]. I value our relationship and regret any distress that I may have caused. Moving forward, I am committed to [mention any corrective actions you plan to take]. I appreciate your understanding and hope that we can move past this.

Thank you for your patience and consideration.

Sincerely,  
[Your Name]