

[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 action or incident]. It was never my intention to [explain the impact of the action, e.g., hurt your feelings, cause you inconvenience], and I regret that my actions have led to this situation. I understand how [acknowledge the recipient's feelings or perspective], and I take full responsibility for my actions. Moving forward, I am committed to ensuring that this does not happen again by [briefly mention your plan to improve or rectify the situation].

Thank you for your understanding and patience as I work to make amends. I value our [relationship, friendship, collaboration] and hope we can move past this together.

Sincerely,
[Your Name]