

[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 [briefly explain the situation or mistake].

I understand that my actions may have caused you [mention any feelings or consequences]. I take full responsibility for my behavior and want to assure you that it was never my intention to [mention any hurt caused]. To make amends, I am [explain any actions you will take or have already taken to rectify the situation]. I am committed to ensuring that this does not happen again in the future.

Thank you for your understanding and patience during this time. I value our relationship and hope we can move forward positively.

Sincerely,
[Your Name]