

[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 situation that caused harm].

I deeply regret my actions and understand how they may have affected you.

It was never my intention to [explain consequence or hurt caused], and I take full responsibility for my behavior.

To make amends, I am [explain any steps you are taking to resolve the issue or prevent it from happening again]. I value our [relationship, friendship, etc.], and I hope we can move past this incident.

Thank you for your understanding and consideration. I appreciate your patience as I learn from this experience.

Sincerely,
[Your Name]