

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

Xuan [Last Name]  
[Their Address]  
[City, State, Zip Code]

Dear Xuan,

I hope this letter finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I realize that my actions may have hurt you, and for that, I am truly sorry.

It was never my intention to [mention impact of actions]. I value our relationship and the trust we have built over time. I recognize that I made a mistake, and I am committed to making things right.

Please know that I am taking steps to ensure this does not happen again by [mention any actions you will take]. I hope you can find it in your heart to forgive me.

Thank you for considering my apology. I would love the opportunity to talk things over, whenever you feel ready.

Sincerely,  
[Your Name]