

[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 [specific incident or behavior]. I understand that my actions may have caused you [hurt, inconvenience, disappointment], and I take full responsibility for that.

It was never my intention to [explain the impact of your actions], and I deeply regret any distress I may have caused you. [Optional: Briefly explain the circumstances leading to your actions, if relevant].

I have taken the time to reflect on my behavior and have learned from this experience. Moving forward, I am committed to [mention any steps you will take to prevent a recurrence].

Thank you for your understanding and for giving me the opportunity to express my sincerest apologies. I value our relationship and hope to rebuild your trust.

Sincerely,
[Your Name]