

[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 message finds you well. I am writing to sincerely apologize for [briefly explain the situation or action that caused the issue].

I understand that my actions [describe the impact of your actions on the recipient]. It was never my intention to [explain your intention or what you hoped to achieve].

I take full responsibility for my actions and am truly sorry for any distress or inconvenience I may have caused. I have taken steps to ensure that this does not happen again, including [briefly mention any corrective actions you've made].

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

Sincerely,
[Your Name]