

[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 [briefly describe the situation or incident]. I understand that my actions may have caused you [mention any feelings or consequences], and for that, I am genuinely sorry.

It was never my intention to [explain your perspective], and I take full responsibility for my actions. I value our relationship and regret any strain this may have caused.

To make amends, I am committed to [mention any steps you are willing to take to rectify the situation]. I hope we can move past this and continue to build our relationship positively.

Thank you for considering my apology. I truly appreciate your understanding and patience.

Sincerely,
[Your Name]