

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[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 understand that my actions may have caused [mention the impact of your actions], and I take full responsibility for it.

Please know that it was never my intention to [explain the intent], and I regret any distress I may have caused. [Optional: Briefly explain the circumstances, if relevant, without making excuses.]

To make amends, I am [mention any actions you are taking to rectify the situation]. I value our relationship and am committed to ensuring such a situation does not happen again in the future.

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position] (if applicable)

[Your Company Name] (if applicable)