

[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 letter finds you well. I am writing to sincerely apologize for [specific action or event]. I recognize that my behavior caused [describe the impact of your actions] and I am truly sorry for any pain or discomfort this may have caused you.

It was never my intention to [explain your intention, if applicable], and I regret that my actions did not reflect the respect I have for you. I take full responsibility for my actions and understand how they may have affected you.

[If applicable, briefly explain any steps you have taken or plan to take to prevent this from happening again.]

I value our relationship deeply and hope to make amends. Please let me know if there is anything specific I can do to help repair the situation. Thank you for considering my apology. I hope we can move past this and continue to have a positive relationship.

Sincerely,  
[Your Name]