

[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 incident]. I understand that my actions may have caused you [mention the impact, e.g., hurt, disappointment], and for that, I am truly sorry.

It was never my intention to [briefly explain any misunderstanding or context if necessary]. I realize now how [acknowledge the specific behavior or mistake], and I take full responsibility for my actions. Moving forward, I am committed to [mention any steps you will take to make amends or prevent this from happening again]. I value our relationship and hope to rebuild your trust.

Thank you for your understanding, and I hope we can move past this. Please feel free to reach out if you would like to discuss this further.

Sincerely,  
[Your Name]