

[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 my actions regarding [specific incident or behavior]. I understand that my behavior may have caused you pain and disappointment, and for that, I am truly sorry.

Looking back, I recognize that my choices were not the best, and I deeply regret the hurt they caused. It was never my intention to [explain what you did wrong], and I take full responsibility for my actions.

I value our relationship and want to assure you that I am committed to making amends. I am actively working on [steps you are taking to improve], and I hope to rebuild your trust over time.

Thank you for considering my apology. I truly appreciate your understanding and support as I work through this.

Warm regards,

[Your Name]
[Your Contact Information]