

[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 situation]. I realize that my actions may have caused you [describe the impact or feelings caused by the action].

It was never my intention to cause you distress, and I regret not considering your feelings at the time. I value our relationship and am truly sorry for any hurt I may have caused.

In light of this, I have taken [specific steps you have taken to rectify the situation or improve yourself]. I am committed to ensuring that this does not happen again in the future.

Thank you for your understanding and patience. I hope we can move forward from this and continue our [friendship/relationship]. Please feel free to reach out to me if you would like to discuss this further.

Warm regards,

[Your Name]
[Your Contact Information]