

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [describe the incident or situation] that occurred on [date]. I understand how my actions may have affected you, and I am truly sorry for any distress or inconvenience I may have caused.

It was never my intention to [mention specific actions], and I take full responsibility for my behavior. I value our relationship and appreciate your understanding during this time.

To rectify the situation, I am [explain any steps you are taking to resolve the issue or prevent it from happening again].

Thank you for your patience, and I hope we can move forward positively.

Sincerely,
[Your Name]