

[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],

****Your Apology****

I am writing to sincerely apologize for [specific action or incident]. I understand that my actions may have caused you [mention impact], and for that, I am truly sorry.

****Expression of Regret****

It was never my intention to [specific negative outcome], and I regret any distress my actions may have caused. I have reflected on this matter and realize the importance of [mention key lesson learned].

****Commitment to Change****

Moving forward, I am committed to [specific changes or steps to prevent recurrence]. I value our relationship and aim to restore your trust in me.

****Closing Statement****

Thank you for your understanding and patience. I hope we can move past this and continue to build a positive relationship.

Sincerely,
[Your Name]