

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

Yvonne [Last Name]
[Her Address]
[City, State, ZIP Code]

Dear Yvonne,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I understand that my actions have caused you [describe the impact on her], and I truly regret that.

It was never my intention to hurt you or make you feel [mention her feelings, e.g., upset, disappointed]. I take full responsibility for my actions and the consequences that followed. I have reflected on what happened and recognized how it affected you.

Moving forward, I am committed to ensuring that this does not happen again. [Briefly describe how you plan to change or improve]. Your feelings are important to me, and I hope to rebuild the trust we had. Thank you for taking the time to read my letter. I would appreciate the opportunity to discuss this further if you feel comfortable.

Once again, I am truly sorry for what happened and hope we can move past this together.

Warm regards,

[Your Name]