

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

Yves [Last Name]
[His Address]
[City, State, Zip Code]

Dear Yves,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. It was never my intention to [hurt/ offend/ upset] you, and I deeply regret that my actions led to this situation.

I understand how my actions may have impacted you, and I take full responsibility for that. [Express any feelings you have about the situation, such as regret or sadness]. I value our relationship and hope we can work through this together.

Moving forward, I will ensure [mention any changes or steps you will take to prevent a repeat of the situation]. Thank you for taking the time to read my letter, and I hope we can reconnect soon.

Warm regards,

[Your Name]
[Your Phone Number]