

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

Yvette [Last Name]
[Her Address]
[City, State, Zip Code]

Dear Yvette,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I realize that my actions may have hurt you, and I deeply regret any pain I may have caused.

I value our relationship and appreciate the support and kindness you have always shown me. It was never my intention to [describe the negative impact of your actions]. I take full responsibility for my actions and I am committed to making things right.

Please let me know if you are open to discussing this further. I would love the opportunity to clear the air and work towards rebuilding the trust between us.

Thank you for your understanding. I hope we can move forward together.

Warm regards,

[Your Name]