

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 [state the reason for your apology].

I understand that my actions may have caused [mention the impact of your actions], and I deeply regret any distress this may have brought you.

Please know that it was never my intention to [explain your intentions], and I am committed to ensuring this does not happen again in the future.

I value our relationship and am hopeful that we can work through this together. Thank you for considering my apology.

Sincerely,
[Your Name]