

[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 letter finds you well. I am writing to sincerely apologize for [specific action or behavior]. I understand that my actions may have caused [describe the impact on the recipient or situation], and for that, I am truly sorry.

It was never my intention to [mention any unintentional consequences] and I regret any distress or inconvenience I may have caused you. I value our relationship and appreciate your understanding during this time.

To make amends, I [mention any steps you will take or have taken to rectify the situation]. I hope that we can move past this and continue to build a positive relationship.

Thank you for your patience and understanding. I look forward to hearing from you soon.

Sincerely,  
[Your Name]