

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 [specific incident or behavior]. I understand that my actions have caused [describe the impact, feelings, or consequences].

It was never my intention to [explain what you intended], and I deeply regret any discomfort or trouble I may have caused. Moving forward, I am committed to [describe how you plan to avoid similar incidents in the future].

Thank you for your understanding and patience in this matter. I value our relationship and hope we can move past this.

Sincerely,  
[Your Name]