

[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 reason for the apology].

I understand that my actions may have caused you [explain the impact of your actions], and for that, I am truly sorry.

I take full responsibility for my behavior and assure you that it was never my intention to hurt you. [Optional: Explain any mitigating circumstances, if applicable].

Moving forward, I am committed to [explain the steps you will take to rectify the situation or prevent it from happening again].

Thank you for your understanding and patience regarding this matter. I value our [relationship/friendship] and hope to rebuild your trust.

Sincerely,
[Your Name]