

[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 action]. I realize that my actions caused you [describe the impact, e.g., distress, inconvenience, etc.], and I deeply regret my decisions.

I take full responsibility for my actions and understand that they were inappropriate and unacceptable. Please know that this was not my intention, and I am truly sorry for any harm I may have caused.

To make amends, I am [describe any steps you plan to take, if applicable, e.g., rectifying the situation, offering support, etc.]. I value our relationship and genuinely hope to restore your trust in me.

Thank you for your understanding and patience as I work through this. I am committed to learning from this experience and ensuring it doesn't happen again.

Sincerely,  
[Your Name]