

[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 incident or behavior]. I understand that my actions may have hurt you and caused [explain the consequences] and for that, I am truly sorry.

I take full responsibility for my actions, and I acknowledge that I could have handled the situation differently. It was not my intention to [mention the impact on the recipient], and I regret any pain I caused you.

Moving forward, I am committed to [outline steps you will take to avoid repeating the mistake]. I value our relationship and deeply appreciate the understanding you have shown during this difficult time.

Thank you for considering my apology. I hope that we can move past this and rebuild the trust that was lost. I am here if you would like to discuss this further.

Sincerely,
[Your Name]