

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Zhang [Last Name]  
[Zhang's Address]  
[City, State, Zip Code]

Dear Zhang,

I hope this message finds you well. I am writing to sincerely apologize for [specific action or event that caused harm or offense]. I understand that my actions have affected you, and I deeply regret any pain or discomfort I may have caused.

It was never my intention to [explain the impact of your actions]. I take full responsibility and have reflected on my behavior to ensure it does not happen again in the future. Your feelings are important to me, and I value our relationship.

I hope you can find it in your heart to forgive me. I am committed to making amends and would appreciate the opportunity to discuss this further at your convenience.

Thank you for your understanding.

Sincerely,  
[Your Name]