

[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 situation or action]. I understand that my actions may have caused you [feelings] and I deeply regret any discomfort or distress I may have caused.

It was never my intention to [explain your intention or misunderstanding], and I take full responsibility for my actions. I value our relationship and am committed to making things right.

To rectify the situation, I would like to [propose a solution or action].

I hope this will help to mend any rift caused by my actions.

Thank you for your understanding and patience. I appreciate your consideration of my apology.

Sincerely,  
[Your Name]