

[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 behavior] that occurred on [date of the incident]. I understand that my actions caused [describe impact or feelings caused], and I take full responsibility for it.

It was never my intention to [describe intent versus outcome], and I deeply regret that my actions led to [specific consequences]. I value our relationship and appreciate the importance of trust and respect.

To rectify this situation, I am [explain any steps you plan to take or have already taken]. I assure you that I am committed to improving and ensuring that this does not happen again in the future.

Thank you for your understanding and patience regarding this matter. I hope to have the opportunity to make amends and rebuild our trust.

Sincerely,  
[Your Name]