

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

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

Dear Zhao,

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the situation or issue]. I understand that my actions may have caused you [describe how it affected Zhao], and for that, I truly regret it.

I take full responsibility for my actions and recognize the impact they had on you. It was never my intention to [mention any specific feelings or consequences], and I feel terrible for any distress this has caused. Moving forward, I am committed to [explain how you plan to rectify the situation or prevent it from happening again]. I value our relationship and hope that we can work through this together.

Thank you for taking the time to read my letter. I appreciate your understanding and look forward to hearing from you.

Sincerely,

[Your Name]  
[Your Contact Information]