

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

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

Dear Zhou,

I hope this letter finds you well. I am writing to sincerely apologize for [describe the situation briefly]. I understand that my actions may have caused you distress and I truly regret that.

Please know that it was never my intention to hurt you or make you feel [explain emotional impact]. I value our relationship deeply and it pains me to know that I have caused you any discomfort.

I am committed to making amends and ensuring that this does not happen again. I appreciate your understanding and patience as I work through this.

Thank you for considering my apology. I hope we can move forward from this and strengthen our relationship.

Sincerely,
[Your Name]