

[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 [briefly explain what you did wrong or the situation].

I understand that my actions may have caused [mention the impact of your actions], and I take full responsibility for that. It was never my intention to [explain intention or lack thereof].

Moving forward, I am committed to [describe how you plan to rectify the situation or prevent it from happening again].

Thank you for your understanding and patience. I value our relationship and hope to move past this.

Sincerely,
[Your Name]