

[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 letter finds you well. I am writing to sincerely apologize for [specific action or behavior]. I realize that my actions have [explain the impact of your actions], and I deeply regret any pain or discomfort I may have caused you.

It was never my intention to [state your intention], and I take full responsibility for my actions. I am committed to [explain how you plan to rectify the situation or improve].

Thank you for your understanding and patience in this matter. I value our relationship and hope we can move past this incident.

Sincerely,
[Your Name]