

[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 incident or behavior]. I regret any hurt or inconvenience I may have caused and take full responsibility for my actions.

It was never my intention to [explain the impact of your actions], and I understand how my actions may have affected you. I truly value our relationship and am committed to making amends.

To rectify the situation, I [mention any steps you are taking or plan to take]. I hope to regain your trust and demonstrate that I am capable of better.

Thank you for your understanding and patience regarding this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]