

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 recognize that my actions may have caused you [describe the impact], and for that, I am truly sorry.

It was never my intention to [explain unintended consequences], and I deeply regret any discomfort I may have caused. I value our relationship and the trust we have built, and I am committed to making amends.

Moving forward, I am taking steps to ensure that this does not happen again, such as [mention any actions you plan to take].

Thank you for your understanding and patience during this time. I hope we can put this behind us and continue to build our relationship on stronger foundations.

Sincerely,
[Your Name]