

[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 message finds you well. I am writing to sincerely apologize for [briefly explain the situation or incident]. I understand that my actions caused [explain the impact of your actions on the recipient], and I am truly sorry for any distress this may have caused you.

Please know that it was never my intention to [describe any unintentional harm caused]. I take full responsibility for my actions and the consequences that followed. I have reflected on this situation and recognize the need to [mention any steps you plan to take to rectify the situation or prevent it from happening again].

I value our relationship greatly and wish to make amends. If you are open to it, I would appreciate the opportunity to discuss this further and address any lingering feelings you may have.

Thank you for considering my apology. I hope we can move forward from this and rebuild the trust between us.

Sincerely,  
[Your Name]