

[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 [briefly describe the situation]. I realize that my actions may have caused you [describe the impact on the recipient], and I deeply regret it.

I take full responsibility for [what you did] and understand how it affected you. It was never my intention to [mention any specific harm or inconvenience caused].

To make amends, I would like to [suggest a way to rectify the situation, if applicable]. I am committed to ensuring that this does not happen again in the future.

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

Sincerely,
[Your Name]