

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific reason for the apology]. I understand that my actions/words may have caused [describe the impact of your actions], and I genuinely regret any hurt or inconvenience I may have caused you.

I take full responsibility for my actions and recognize how they might have affected you. [Briefly explain any circumstances that contributed to the situation, if applicable, without making excuses.]

Please know that it was never my intention to upset you, and I am committed to making amends. [If applicable, outline any steps you are taking to rectify the situation or prevent it from happening again.]

I value our relationship and hope that you can find it in your heart to forgive me. Thank you for taking the time to read my letter. I look forward to your response.

Warm regards,
[Your Name]