

[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 situation]. I realize that my actions have caused [describe the impact of your actions], and I take full responsibility for this.

It was never my intention to [explain the unintentional outcome], and I regret that my behavior has affected our relationship. I value [mention your relationship with the recipient], and it pains me to think that I have let you down.

To rectify the situation, I am committed to [describe steps you will take to address the issue]. I hope that you can find it in your heart to forgive me and allow us to move forward.

Thank you for your understanding. I appreciate your consideration and look forward to your reply.

Sincerely,
[Your Name]