

[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 message finds you well. I am writing to sincerely apologize for [specific reason for the apology]. It was never my intention to [explain the impact of your actions].

I understand that my actions may have caused [describe feelings or consequences], and for that, I am truly sorry. I value our relationship and regret any distress I may have caused.

Moving forward, I am committed to [mention any steps you will take to rectify the situation or improve]. I hope to regain your trust and demonstrate that I have learned from this experience.

Thank you for your understanding and patience. I look forward to hearing from you.

Warm regards,
[Your Name]