

[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 letter finds you well. I am writing to sincerely apologize for [specific action or behavior] that occurred on [specific date]. I realize that my actions may have caused you [mention any feelings or consequences they experienced], and for that, I am truly sorry.

It was never my intention to hurt you or create any misunderstandings. I take full responsibility for my actions, and I regret any pain or frustration I may have caused. I value our relationship and would like the opportunity to make amends.

Moving forward, I intend to [mention any steps you will take to avoid similar situations in the future or how you plan to make it right]. I appreciate your understanding and patience as I work through this.

Thank you for considering my apology. I hope we can move past this and continue to build our friendship/relationship. Please let me know if you would like to talk more about this.

Sincerely,  
[Your Name]