

[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 issue or action that caused harm]. I realize that my actions may have caused you [describe impact on the recipient], and for that, I am truly sorry.

I take full responsibility for my behavior and understand that it was inappropriate. The last thing I intended was to hurt you, and I regret any pain I may have caused. Reflecting on the situation, I see the error in my ways and am committed to making amends.

To rectify this, I am [describe any corrective actions you plan to take].

I value our relationship and hope to demonstrate my commitment to improving the situation.

Thank you for your understanding and patience. I hope that we can move forward from this and rebuild our trust.

Warm regards,

[Your Name]