

[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 message finds you well. I am writing to sincerely apologize for [specific incident or action]. I understand that my behavior may have caused you [mention the impact on the recipient], and I take full responsibility for it.

I want to express my regret for any discomfort or inconvenience I caused. It was never my intention to [explain intention, if relevant], and I deeply value our [relationship/friendship/work dynamic].

To make amends, I [mention any corrective action you are taking or plan to take]. I hope this can help in rebuilding the trust that may have been affected.

Thank you for your understanding and patience. I appreciate you giving me the opportunity to make things right.

Sincerely,
[Your Name]