

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific action or behavior]. I realize that my actions may have hurt you, and for that, I am truly sorry.

Please know that it was never my intention to [describe the unintended consequence]. I value our relationship greatly, and I am committed to making things right between us.

I appreciate your understanding and hope that we can move forward from this. Thank you for your patience and for allowing me to express my heartfelt apologies.

Sending you lots of love,

[Your Name]

XOXO