

[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 action or situation that caused offense or harm].

I realize that my actions/words may have caused you [describe the impact on the recipient], and I deeply regret any hurt or discomfort I may have caused. It was never my intention to [explain your intention or misunderstanding].

I take full responsibility for my actions, and I am committed to making amends. [Mention any steps you are taking to rectify the situation or to ensure it does not happen again].

Thank you for your understanding and patience regarding this matter. I value our [relationship/friendship] and hope to move forward positively.

Sincerely,  
[Your Name]