

[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 action or incident]. It was never my intention to [explain the impact or consequences of the action], and I deeply regret any discomfort or inconvenience I may have caused you.

I take full responsibility for my actions, and I understand how they may have affected you. [Optional: Include a brief explanation of why the incident occurred, without making excuses].

I value our relationship and am committed to making amends. [Mention any steps you are taking to rectify the situation or prevent it from happening again].

Once again, I am truly sorry for my actions and any hurt they may have caused you. I appreciate your understanding and hope that we can move forward positively.

Thank you for considering my apology. I look forward to hearing from you soon.

Sincerely,
[Your Name]