

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

Dear YJ,

I hope this message finds you well. I am writing to sincerely apologize for [specific action or situation]. I realize that my behavior may have caused you [describe the impact of your actions], and for that, I am truly sorry.

It was never my intention to hurt you or make you feel [insert feelings, e.g., upset, disrespected]. I understand how important this matter is, and I take full responsibility for my actions.

Moving forward, I am committed to [explain any steps you will take to rectify the situation or improve]. I value our relationship, and I hope to earn your trust back over time.

Thank you for taking the time to read my letter. I hope we can discuss this further and find a way to move past this.

Sincerely,

[Your Name]