

[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 [briefly explain the situation or behavior that caused harm or offense].

I understand that my actions may have caused you [mention the impact on the recipient, such as hurt feelings or inconvenience], and I am truly sorry for that. It was never my intention to [acknowledge the harm or misunderstanding], and I regret that my actions have affected our relationship.

Please know that I am committed to making amends and learning from this experience. I value our [relationship/friendship] and would like the opportunity to discuss how we can move forward.

Thank you for your understanding and patience. I hope for your forgiveness and the chance to rebuild your trust.

Sincerely,
[Your Name]