

[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 incident or behavior]. I regret any discomfort or distress this may have caused you.

It was never my intention to [explain the impact of your actions briefly]. I value our relationship and realize that my actions may have harmed that.

Moving forward, I am committed to [mention any steps you plan to take to rectify the situation or improve]. Your understanding and forgiveness mean a lot to me, and I hope we can move past this together.

Thank you for considering my apology. Please feel free to reach out if you would like to discuss this further.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]