

[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 message finds you well. I am writing to sincerely apologize for [specific action or situation that occurred]. I understand that my actions may have caused [mention the impact of your actions], and I deeply regret any distress it may have caused you.

It was never my intention to [express the unintended consequence], and I take full responsibility for my actions. I value our relationship and the trust we have built over time, and I am committed to making things right. To rectify the situation, I [explain any steps you are taking to address the issue or prevent it from happening again]. I hope this can help to mend any hurt caused and reaffirm my commitment to our relationship. Thank you for your understanding and patience regarding this matter. I appreciate the opportunity to express my regret and learn from this experience.

Sincerely,  
[Your Name]