

[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 behavior]. I realize that my actions may have caused [describe the impact of your actions], and for that, I am truly sorry.

It was never my intention to [explain the intent or misunderstanding], and I regret any hurt or inconvenience I may have caused. I take full responsibility for my actions and understand the consequences they may have had on our relationship.

Moving forward, I am committed to [describe any steps you will take to rectify the situation or improve]. I value our relationship greatly and hope to restore your trust in me.

Thank you for your understanding and patience. I hope we can move past this and continue to build a positive relationship.

Sincerely,
[Your Name]