

[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 [briefly mention the situation or action that was inappropriate].

I recognize that my actions may have caused you [mention the impact on the recipient]. It was never my intention to hurt or upset you, and I deeply regret the situation.

I take full responsibility for my actions and understand the importance of [mention any lessons learned]. I am committed to making amends and ensuring that this does not happen again in the future.

Thank you for your understanding and patience in this matter. I value our [relationship, friendship, etc.] and hope to move forward from this.

Sincerely,  
[Your Name]