

[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for [state the reason for the apology]. I realize that my actions could have [explain the impact of your actions].

I take full responsibility and regret any inconvenience I may have caused. [Offer a brief explanation if necessary, but avoid making excuses].

To rectify the situation, I [mention any steps you are taking or have taken to address the issue].

Thank you for your understanding. I appreciate your patience and hope to regain your trust.

Sincerely,  
[Your Name]