

Personal Apology Letter Example Sheet

Your Name:

Recipient's Name:

Date:

Sample Apology Letter:

Dear [Recipient's Name],

I am writing to sincerely apologize for [describe the incident or issue]. It was never my intention to cause any inconvenience or hurt, and I deeply regret my actions.

I understand how my behavior affected you, and I take full responsibility for what happened. Please know that I am committed to making things right and ensuring this does not happen again in the future.

I value our relationship and hope that you can forgive me. Thank you for taking the time to read my letter.

Sincerely,

[Your Name]

Notes:
