

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP]

Dear [Recipient's Name],

I am writing to sincerely apologize for [briefly state mistake or reason for apology].

I understand that my actions have caused [state the effect or feeling], and I am truly sorry for any inconvenience or distress this may have caused.

It was not my intention to [state what was done or its impact], and I take full responsibility for my actions. I am committed to making things right and ensuring that it does not happen again.

Thank you for your understanding and patience.

Sincerely,  
[Your Name]