

Sincere Apology Letter Template for Relationships

Date:

Enter date here

Dear [Recipient's Name],

Write your greeting

Opening

Start by acknowledging the person and the situation.

Apology

Clearly state what you are apologizing for.

Responsibility

Take responsibility for your actions. Avoid excuses or blaming.

Acknowledge Impact

Acknowledge how your actions affected them and the relationship.

Commitment

Share how you plan to make amends and prevent it from happening again.

Closing & Request

Express your hope for forgiveness and the future of the relationship.

Sincerely,

Your Name