

Personal Apology Letter Framework

1. Date

[Write the date here]

2. Greeting

[Dear Name,]

3. State the Purpose

[Clearly mention that you are writing to apologize]

4. Acknowledge Your Mistake

[Briefly state what you did wrong]

5. Express Sincere Apology

[Genuinely say you're sorry for your actions or words]

6. Take Responsibility

- ♦ *[Avoid making excuses]*
- ♦ *[Acknowledge how your action affected them]*

7. Offer Amends

- ♦ *[Explain how you plan to make it right]*
- ♦ *[Mention any steps to ensure it won't happen again]*

8. Request Forgiveness and Reaffirm Relationship

[Express hope for forgiveness and continuing the relationship]

9. Closing

[Sincerely, / Yours sincerely,]

[Your Name]