

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

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

Dear [Recipient's Name],

I am writing to sincerely apologize for [briefly state the reason for your apology, e.g., my recent actions, my words, or any inconvenience I may have caused]. I understand that my behavior may have caused you [mention effect, e.g., disappointment, inconvenience], and for that, I am truly sorry.

Please know that it was not my intention to [hurt/offend/disturb] you. I value our relationship and I am committed to making things right. I will make sure that this does not happen again in the future.

Thank you for your understanding and patience.

Sincerely,

[Your Name]