

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

[Date]

[Recipient Name]
[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing this letter to apologize for [the mistake/offense that was made]. I understand that my actions have caused [inconvenience/harm] to you and I am truly sorry for that.

Please know that [explanation of what happened]. However, I realize that this is not an excuse for my behavior and I take full responsibility for my actions.

I would like to make it up to you and [offer a solution to make things right]. I hope that you can find it in your heart to forgive me for what I have done.

Once again, I am deeply sorry for any inconvenience or harm that I have caused. Please let me know if there is anything else that I can do to make things right.

Sincerely,
[Your Name]