

Subject: Heartfelt Apology

Dear [Name],

I hope this message finds you well. I wanted to take a moment to sincerely apologize for [specific action or situation]. I realize my actions may have caused [impact/effect], and for that, I am truly sorry. Please know that it was never my intention to [describe unintended outcome]. I understand how [describe how it may have affected the other person], and I genuinely empathize with any frustration or disappointment you may feel.

Moving forward, I am committed to [action to correct or improve the situation]. I value our relationship and am eager to make things right. If there's anything specific you need from me or any way I can support you, please let me know.

Thank you for your understanding and patience.

Warm regards,

[Your Name]