

Dear [Recipient's Name],

I hope this letter finds you well. I have been reflecting on my actions and the impact they have had on our relationship, and I felt it was important to reach out to you.

Looking back, I recognize that my behavior during [specific incident or time period] was inappropriate and hurtful. I acknowledge that I [briefly describe the error], and I understand how this affected you.

For this, I sincerely apologize. It was never my intention to cause you pain or discomfort, and I regret not considering your feelings at the time. I've taken some time to think about why I acted the way I did and how I can improve moving forward.

Please know that I am committed to making things right. I value our relationship and would like to rebuild your trust. I am actively working on becoming a better person and ensuring that my actions align with my values.

Thank you for taking the time to read this letter. I am hopeful for the opportunity to talk more about this when you feel ready. Your feelings and thoughts are important to me.

Sincerely,
[Your Name]