

**Dear [Recipient's Name],**

I hope this message finds you well. I am writing to sincerely apologize for my recent actions that have caused you disappointment and distress. Upon reflection, I realize that my choices were regrettable and did not align with my values or the respect I hold for you.

It was never my intention to hurt you, and I deeply regret the impact my behavior has had on our relationship. I acknowledge that I made mistakes, and I take full responsibility for them. Please understand that I am committed to learning from this experience and ensuring that I do better in the future.

I value our relationship and hope that, in time, you can find it in your heart to forgive me. Thank you for considering my apology, and I appreciate your understanding as I work to rectify my actions.

Sincerely,  
[Your Name]