

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and sincerely apologize for my consistent wrongdoings that have caused you distress. It has come to my attention that my actions have not only impacted our relationship but also undermined the trust we once shared.

I take full responsibility for my behavior and recognize that it has been unacceptable. I value our friendship and the trust you place in me, and I am committed to making the necessary changes to ensure this does not happen again.

Please accept my heartfelt apology. I am truly sorry for any pain my actions may have caused you. I am actively working on improving myself and hope to demonstrate this to you over time.

Thank you for your understanding and patience. I appreciate the opportunity to make amends and hopefully rebuild our relationship.

Sincerely,
[Your Name]