Personal Apology Letter Template

Dear **[Recipient’s Name],**

I'm sorry for/that **[action you wish to apologize for]**.

I understand you must be **[upset/disappointed/other adjective]**. I hate letting other people down, especially those I care about. Next time I will **[your plan for avoiding the same mistake in the future].**

If you'll accept my apology and allow me to make it up to you, I would love to **[plan for rectifying the situation].**

Sincerely,

**[Your Name]**