**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

From the moment I saw you I have nothing but kind thoughts for you. There was never a day when I have not given you a thought of you and my heart will forever speak your name.

The last few days have been quite hard for both of us. I know I have hurt your feelings because of my insensitivity and lack of understanding for your situation. I am sorry. I know I have done things I should not have done and said words I should not have said. From the moment I did those things, I never ceased to be sorry for what I have done.

I hope you can find it in your heart to accept my apology. I know it may take time to heal the wounds but I am willing to wait forever for your forgiveness. I hope we could be together again someday.

Sincerely,

**[Write Complete Name Here]**

[Contact]