To

[Recipient Name]  
[Address]

I am extremely sorry for the disastrous collision which took place between our cars on [date] on the national highway. It all happened due to my bad driving. I heard people saying that my attention was distracted due to my cell phone but this was not the actual reason.

I was rushing to my home because my wife was expecting and I had to take her to the hospital as soon as possible. I was driving at a great speed and I had totally forgotten the speed limit which was 140 Km/hr. Consequently, I could not realize that you had stopped on the road to take a turn. Due to my bad driving, I was not able to have a clear look at the road and this disastrous incident took place. I am sorry that my negligence put you in danger and that you remained in critical condition for a couple of weeks.

Please accept my sincere apology for this incident. I had never intended to indulge in an accident like this. It happened in a hurry because my wife was about to deliver the baby and I had to take her to the hospital without wasting any time. Filled with worries, I was not able to pay full attention to the road and it was the primary cause of the unanticipated incident.

To err is human. I am also a human and therefore, I beg apology for my mistake and the inconvenience which was caused by me. I hope you will forgive me.

[Your Name]  
[Apartment/address]