

# Dear [Friend's Name],

I hope this letter finds you well. I have been reflecting on our recent interactions and I realize how my actions may have hurt you. I am truly sorry for [specific action or situation]. It was never my intention to cause you pain, and for that, I sincerely ask for your forgiveness.

Our friendship means the world to me, and I value the moments we've shared. I understand if you need time to process this, but I genuinely hope we can mend our relationship. I promise to be more mindful moving forward and to communicate openly with you.

Thank you for considering my request. I am here whenever you're ready to talk.

Warmly,  
[Your Name]