

Letter of Regret

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the impression I may have left during our recent interaction. It was never my intention to convey [unprofessionalism, insensitivity, etc.], and I deeply apologize for any discomfort this may have caused you.

Upon reflection, I understand how my actions could have been perceived, and I want to assure you that I am committed to improving myself in the future. It is important to me to maintain a positive and respectful relationship with you.

Thank you for your understanding, and I hope we can move past this incident. I value our relationship greatly and look forward to the opportunity to rebuild your trust.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]