

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my behavior during our recent conversation. I realized that I interrupted you and spoke over you, which was disrespectful and not reflective of the value I place on your thoughts and opinions.

Please understand that it was unintentional, and I deeply regret not allowing you to express your views fully. Listening is something I greatly value, and I failed to uphold that standard in our discussion.

I appreciate your patience with me and hope to learn from this mistake. In the future, I will strive to listen more attentively and ensure that everyone has the opportunity to share their perspective.

Thank you for your understanding, and I hope we can move forward positively.

Warm regards,

[Your Name]