

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address my recent conduct which I realize may have affected our relationship. It was never my intention to hurt or disregard your feelings, and I sincerely apologize for my actions.

Upon reflection, I understand how my behavior may have been unmindful and I deeply regret any pain it may have caused you. I value our relationship greatly and it pains me to think that I may have jeopardized it.

I want to assure you that I am committed to being more mindful of my actions in the future. I truly appreciate your understanding and your willingness to communicate openly about this matter.

Please let me know if you would like to talk about this further. Your feelings are important to me and I would like to make amends.

Thank you for considering my apology.

Sincerely,
[Your Name]