

Admission of Excessive Tone of Voice

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally acknowledge and admit that during our recent argument on [insert date of argument], my tone of voice was excessive and inappropriate. I understand that my behavior may have caused discomfort and escalated the situation, and for that, I sincerely apologize.

I recognize the importance of maintaining respectful communication, especially during disagreements, and I regret that I failed to uphold this standard. Moving forward, I am committed to improving my communication skills and ensuring that our discussions remain respectful and constructive.

Thank you for your understanding. I appreciate the opportunity to address this issue and work towards a better approach in our future conversations.

Sincerely,

[Your Name]

[Your Contact Information]