

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my disrespectful tone of voice during our recent conversation. I truly regret the way I spoke to you and understand how my words may have affected you.

It was never my intention to hurt or upset you. I appreciate the importance of respectful communication, and I recognize that I failed to uphold that standard. I value our relationship and would never want to jeopardize it through my actions.

Moving forward, I am committed to being more mindful of my tone and words in our future interactions. I truly hope you can accept my apology, and we can move past this together.

Thank you for your understanding, and I look forward to speaking with you again soon.

Warm regards,

[Your Name]