

Apology for Tone of Voice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my tone of voice during our recent conversation. It was never my intention to come across as disrespectful or offensive.

Upon reflection, I realize that my words may have been overshadowed by the way I expressed them. I truly value our relationship, and I regret any misunderstanding that may have arisen from my tone.

Please know that I am committed to communicating more thoughtfully in the future. Your feelings and perspective are important to me, and I appreciate your understanding as I work on this aspect of my communication.

Thank you for your patience and understanding.

Sincerely,

[Your Name]