

Letter of Understanding and Apology

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent conversation we had where I believe my tone of voice may have led to misunderstandings between us.

It was not my intention to come across as disrespectful or dismissive. I value our relationship and the open lines of communication we share. I understand how important it is for us to express our thoughts and feelings in a constructive manner.

I sincerely apologize if my tone made you feel uncomfortable or undervalued. I appreciate your patience and understanding in this matter. Going forward, I am committed to being more mindful of my tone to ensure our conversations remain positive and productive.

Thank you for your understanding. I truly value our relationship and look forward to moving past this incident.

Warm regards,

[Your Name]

[Your Contact Information]