

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the incorrect assumptions I made regarding [specific situation or subject]. I realize now that my conclusions were unfounded and may have caused you unnecessary distress.

It was never my intention to misjudge or upset you, and I take full responsibility for my words and actions. I value our relationship and regret any discomfort I may have caused.

Moving forward, I commit to approaching situations with a more open mind and ensuring that I gather all relevant information before making judgments.

Thank you for your understanding and patience. I truly appreciate it.

Sincerely,
[Your Name]