

# Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to address the incident that occurred on [Date] when I made a joke that was inappropriate and may have offended you.

Upon reflection, I realize that my attempt at humor crossed a line and did not take into account your feelings. It was never my intention to hurt you or to make you uncomfortable, and I deeply regret that my words had that effect.

I value our relationship and the respect we have for one another. I am committed to ensuring that something like this does not happen again, and I am reflecting on my actions and their impact.

Please let me know if you would be open to discussing this further. I genuinely want to make amends and ensure that we move forward positively.

Thank you for your understanding, and I look forward to hearing from you.

Sincerely,

[Your Name]