

Apology Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the insensitive comments I made during our recent conversation on [insert date or context]. I realize now how my words may have affected you, and I deeply regret any pain or discomfort I caused.

It was never my intention to make you feel [insert emotion, e.g., hurt, disrespected]. Reflecting on the situation, I understand that my remarks were thoughtless and insensitive. I value our relationship and am committed to being more mindful of my words in the future.

Please let me know if there's a time we can talk about this further. I appreciate your understanding and hope to mend any hurt I may have caused.

Thank you for considering my apology.

Sincerely,
[Your Name]