

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the unthoughtful remark I made during our recent conversation. Upon reflecting on my words, I realize they may have caused you discomfort or distress, and that was never my intention.

Please know that I value our relationship and deeply appreciate your understanding. I am committed to being more mindful and considerate in the future.

Thank you for your patience and understanding.

Sincerely,

[Your Name]