

# Dear [Friend's Name],

I hope this letter finds you well. I've been reflecting on our friendship lately, and I feel the need to express my sincere remorse for not being the reliable friend you deserve.

There have been times when I failed to be there for you, whether it was missing important events, not responding to messages, or simply not showing the support you needed during tough times. I understand that my actions may have hurt you, and for that, I am truly sorry.

You are a wonderful friend, and I value our relationship deeply. I regret any pain my inconsistency may have caused. I want to assure you that I am committed to making changes and being more present in your life.

Thank you for your understanding and patience. I hope we can move forward and strengthen our friendship.

Warm regards,  
[Your Name]