

# Letter of Apology

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the hurt I unintentionally caused you regarding [specific situation or incident]. It was never my intention to upset you, and I deeply regret any pain my actions may have caused.

Upon reflecting on the situation, I realize how my words/actions might have been perceived, and I am truly sorry for the impact they had. I value our relationship greatly and it pains me to know that I have put a strain on it.

Please know that I am committed to making amends and learning from this experience. If you are open to it, I would appreciate the opportunity to discuss this with you further.

Thank you for taking the time to read my letter. I hope we can move past this and continue to strengthen our relationship.

Sincerely,

[Your Name]

[Your Contact Information]