

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you today to sincerely apologize for the harsh words I spoke during our recent conversation. Upon reflection, I realize that my choice of words was inappropriate and hurtful.

Please know that it was never my intention to offend you. I deeply regret the impact my words may have had on your feelings, and I take full responsibility for my actions. I value our relationship and would never want to jeopardize it with thoughtless remarks.

I am committed to learning from this experience and ensuring it does not happen again in the future. Thank you for your understanding and for giving me the opportunity to express my sincerest apologies.

Warm regards,

[Your Name]

[Your Address]

[Your Contact Information]