

**Dear [Recipient's Name],**

I hope this letter finds you well. I have taken some time to reflect on our recent interactions, and I want to sincerely apologize for my actions and their impact on you.

Firstly, I recognize that my words and behavior during our last conversation were hurtful. It was never my intention to cause you pain, and I deeply regret that I did.

I understand now that the emotional upheaval you experienced as a result was significant. I have thought about how I would feel in your situation, and I am truly sorry for my part in creating that distress.

Please know that I am committed to making amends. I value our relationship and want to work towards rebuilding the trust that may have been broken. I am open to discussing how we can move forward together in a more positive way.

Thank you for your understanding and patience. I hope we can find a time to talk, whenever you feel ready.

Warm regards,

[Your Name]