

Dear [Friend's Name],

I hope this message finds you well. I am writing to sincerely apologize for the mix-up with your belongings. It was never my intention to cause any confusion or inconvenience.

When I mistakenly took your [mention specific item], I realized how important it is to keep track of our things, especially when they belong to someone else. I deeply regret any trouble this may have caused you.

I appreciate your understanding and patience in this matter. Please let me know a convenient time for you to meet so I can return your belongings and make things right.

Once again, I'm truly sorry for the mix-up, and I value our friendship greatly.

Warm regards,
[Your Name]