

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a situation that has been weighing on my mind regarding our recent conversation. Upon reflection, I realize that my words may have been misjudged, leading to unintended consequences.

I sincerely apologize if I caused any confusion or discomfort. It was never my intention to convey [specific feeling or message]. I value our relationship and want to ensure clear communication moving forward.

Please know that I am committed to being more mindful of my words in the future. If you have any thoughts or feelings you'd like to share, I am open to discussing them and finding a resolution together.

Thank you for your understanding.

Warm regards,

[Your Name]