

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Letter of Understanding Regarding Boundaries**

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to address a matter that has been on my mind regarding our recent interactions. It has come to my attention that there have been some misunderstandings concerning personal boundaries.

First and foremost, I want to express my sincere apologies for any discomfort I may have caused. It was never my intention to overstep any boundaries, and I regret that this has affected our relationship.

To ensure we move forward positively, I believe it is essential for us to openly communicate our boundaries and expectations. I am committed to respecting your needs and preferences as we continue to engage with one another.

Thank you for your understanding and patience as we work through this. I value our relationship and look forward to nurturing it with clearer boundaries.

Warm regards,

[Your Name]