

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Ahmed [Last Name]  
[His Address]  
[City, State, Zip Code]

Dear Ahmed,

I hope this message finds you well. I am writing to sincerely apologize for [briefly describe the incident or situation]. I realize that my actions/words may have caused you [describe the feelings or impact, e.g., hurt, confusion, etc.], and for that, I am truly sorry.

It was never my intention to [explain what you did wrong, if applicable], and I regret the way it affected you. I value our relationship and am committed to making amends.

Please let me know if you would be open to discussing this further. I appreciate your understanding and hope to move forward together.

Thank you for your patience.

Warm regards,

[Your Name]