

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

Dear [Friend's Name],

I hope this letter finds you well. I am writing to sincerely apologize for [specific action or situation]. I realize now that my actions may have hurt you, and that was never my intention.

I value our friendship deeply, and it pains me to think that I may have jeopardized it. I understand how [explain the impact of your actions] and I truly regret any discomfort or pain I may have caused.

Please know that I am committed to making things right. I've reflected on what happened and I am learning from this experience. [Mention any steps you are taking to ensure it doesn't happen again].

I cherish our friendship, and I hope you can find it in your heart to forgive me. I would love to talk more about this when you're ready.

Thank you for considering my apology.

Warm regards,

[Your Name]