

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

Karen [Last Name]
[Karen's Address]
[City, State, Zip Code]

Dear Karen,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I realize that my actions [explain the impact, e.g., hurt your feelings, caused you inconvenience, etc.], and I am truly sorry for any distress I caused.

Upon reflection, I see how my actions were thoughtless and not in line with how I value our relationship. I take full responsibility and am committed to making amends.

Please know that I am working on [mention any specific steps you are taking to improve or avoid a similar situation in the future]. Your friendship means a great deal to me, and I hope to earn back your trust. Thank you for considering my apology. I would love the opportunity to talk and see how we can move forward from this.

Warm regards,

[Your Name]