

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I've been thinking a lot about our relationship and the misunderstandings that have come between us. I want to take this opportunity to express my feelings and hopefully pave the way for reconciliation.

Firstly, I want to sincerely apologize for [specific action or situation that caused hurt]. I understand how my actions impacted you, and I regret the pain it has caused. It was never my intention to hurt you, and I take full responsibility for my part in our conflict.

I miss the bond we shared and the good times we had together. It hurts to think that we might have drifted apart over what could have been resolved through open and honest communication. I genuinely value our relationship and believe we can work through our differences.

I would love to talk things over and hear your perspective on what happened. If you're open to it, I'd appreciate the chance to meet or chat whenever you feel ready. My hope is that we can rebuild our friendship and move forward together.

Thank you for taking the time to read my letter. I look forward to your response.

Warm regards,
[Your Name]