

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

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

Dear Xue,

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the reason for the apology, e.g., my actions/words during our last conversation]. I understand that my behavior may have hurt or upset you, and for that, I am truly sorry.

It was never my intention to [explain the impact of your actions]. I value our relationship and regret any discomfort I may have caused. Please know that I am committed to learning from this experience and ensuring that it does not happen again in the future. I hope we can move past this and continue to strengthen our friendship.

Thank you for your understanding. I would love to discuss this further when you are ready.

Warm regards,
[Your Name]