

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the misunderstanding that occurred regarding [briefly explain the situation].

I realize now that my actions/words may have caused confusion or frustration. It was never my intention to [explain any hurt or discomfort caused], and I deeply regret any distress this may have led to.

I truly value our relationship and the trust we have built. I am committed to ensuring that we communicate more effectively moving forward to prevent similar situations from arising in the future.

Thank you for your understanding and patience as we navigate this matter. I appreciate your willingness to discuss this further if you feel comfortable.

Once again, I am truly sorry for any inconvenience caused.

Warm regards,

[Your Name]