

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

Vlad [Last Name]
[His Address]
[City, State, Zip Code]

Dear Vlad,

I hope this message finds you well. I am writing to sincerely apologize for [specific incident or behavior]. I understand that my actions may have caused you [describe any feelings or consequences], and I am truly sorry for any pain or discomfort I may have caused.

It was never my intention to [explain the situation briefly]. I realize now that my actions were inappropriate and may have affected our relationship. I value our friendship and the trust we have built, and it hurts me to know that I have jeopardized that.

I am committed to making amends and ensuring that this does not happen again in the future. Please let me know how I can make things right. I genuinely hope we can move past this and continue our friendship.

Thank you for your understanding and patience. I look forward to hearing from you.

Warm regards,

[Your Name]