horizontal line

**Apology Letter to Friend**

**Date: [Insert Date]**

**From:  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**To:  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]**

**Subject: I’m Sorry**

**Dear [Friend's Name],**

**I have spent a lot of time thinking about our last conversation, and I feel terrible for [what you did or said]. It was not my intention to hurt you or make you feel unvalued.**

**I value our friendship deeply and regret that my actions or words caused you pain. Please know that I am here, ready to listen, and make amends. I miss our times together and hope we can move past this, learning and growing stronger as friends.**

**Thank you for considering my apology. I look forward to the opportunity to make things right between us.**

**With heartfelt apologies,**

**[Your Full Name]  
[Your Signature (if sending a hard copy)]**