

## Sample Informal Letter: Apology for a Misunderstanding

Hey [Friend's Name],

I hope you're doing well. I've been meaning to write to you because something has been weighing on my mind, and I don't want it to come in the way of our friendship.

I'm really sorry about what happened the other day. I think there was a misunderstanding between us, and I honestly feel terrible if I hurt your feelings in any way. Looking back, I realize how things I said (or did) might have come across differently than I intended.

You've always been a great friend to me, and the last thing I would ever want is for anything to come between us over something that could have been avoided. I just want you to know that I care about you and our friendship a lot.

If you're up for it, I'd love to talk things out so we can clear the air. I really hope we can move past this and get things back to how they were. Let me know when you're free to chat, or if you'd rather write back-that's cool too.

Again, I'm sorry for any hurt or confusion I caused. I value our friendship so much and hope we can put this behind us.

Take care, and talk to you soon.

*Your friend,*

[Your Name]