

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]