

## Sincere Apology Email to Friend Template

Subject: I'm Truly Sorry

Dear [Friend's Name],

I hope you're doing well. I've been thinking a lot about our recent interaction, and I want to sincerely apologize for my words/actions. I now realize that what I said/did hurt your feelings, and that was never my intention.

Please know that I deeply regret the impact my actions had on you. I care about you and our friendship so much, and it pains me to think that I caused you any hurt. I should have been more thoughtful, and I take full responsibility for my mistake.

You're a valued friend to me, and your feelings matter a lot. I am truly sorry for any pain I've caused. Thank you for being understanding and for giving me the chance to make things right.

I hope we can talk about this whenever you feel ready, and I'm here to listen if you'd like to share your thoughts or feelings with me. I care about our friendship and want to work through this together.

Again, I am truly sorry. I hope you can find it in your heart to forgive me.

With sincere apologies,  
[Your Name]