

Informal Letter Sample: Expressing Regret for a Minor Mistake

Hi [Friend's Name],

I hope this message finds you well. I wanted to reach out and say sorry about that little mix-up the other day. I realized afterward that I made a small mistake, and I feel bad for any confusion it may have caused.

It definitely wasn't my intention, and I hope it didn't cause you any trouble. Thanks for being so understanding—I really appreciate it! Next time, I'll make sure to double-check so this doesn't happen again.

Looking forward to catching up soon. Let me know if you're free to hang out sometime!

Take care,

[Your Name]