

## Informal Letter Sample: Apology to a Friend

Hey [Friend's Name],

I hope you're doing well. I've been meaning to write to you because there's something on my mind that I can't stop thinking about. I want to say I'm really sorry for what happened the other day. I know I messed up, and I feel terrible about it.

Looking back, I realize I wasn't thinking clearly, and I acted without considering your feelings. That was totally my fault, and I take full responsibility. I never wanted to hurt you, and it honestly pains me to know that my actions upset you. You've always been such a good friend to me, and the last thing I'd ever want is to make you feel bad.

If I could go back and fix things, I would in a heartbeat. I know saying "sorry" doesn't just make everything better right away, but I truly hope you can forgive me. You mean a lot to me, and I value our friendship more than anything.

Let me know if you want to talk. I'd really like the chance to make things right and learn from this mistake, so nothing like this happens again in the future.

Take care, and hope to hear from you soon.

With sincere apologies,  
[Your Name]