To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter seeking your forgiveness for my rude behavior to you the other day. I feel extremely regretful about what happened. You are one of my oldest and dearest friends and I can never imagine losing you.

I take complete responsibility for my unacceptable behavior. Nevertheless, I would still request you to give me a chance to explain myself.

It has been a very stressful week for me with overdue office deadlines. My boss has been driving me crazy with huge piles of work while our clients have been constantly getting on my last nerve. I have been feeling really cranky the entire week. I finally lost my temper over that minor argument with you. I know there is still no excuse for me to shout at you and say mean things the way I did.  I feel ashamed of myself. In fact, right after that moment of outburst, I realized my horrible mistake. However, you had already turned around and left before I could compose myself and apologize to you. I wish I could turn the time back and not let this unpleasant incident happen.

I cannot stress enough how remorseful I have been feeling. I am extremely sorry for hurting you. I request you to give me another chance and forget about what happened. I will never ever behave in such an outrageous way with you again. I hope we can move past this for the sake of our year’s old friendship.

You have always been a source of support to me during hard times. This is one of those times with an over-demanding job and a stressful routine. I need you today as I have always needed you to be there for me. I anxiously await your response.

# Sincerely,

Your Name

[Title]