To

[Recipient Name]

Dear [Recipient Name]:

I am writing this letter to apologize for the misunderstanding that led to the unpleasant incident last night. I feel awful for putting you in an awkward situation with your family. I am willing to come over any time you ask to explain to your wife what really happened. I promise if such a situation arises again in future, I would clarify things with you before jumping to any conclusions.

Please accept my sincere apologies. Let me treat you and your family to dinner this weekend to make up for all the bitterness of last night.

# Sincerely,

Your Name

[Title]