To

[Recipient Name]

Dear [Recipient Name]:

I feel lost for words as I write this letter to apologize to you for what happened last week. I know there is no excuse for misbehavior. But I also know that you are a very kind person and have always cherished our friendship. So, please forgive me for hurting you and give me another chance. I can’t explain how sorry I feel.

You are one of my dearest friends. We have been together since college days and you have always been there for me through thick and thin. I am sorry I have been taking you for granted lately. I didn’t realize what I was saying before those hurtful words came out. I feel truly ashamed and take complete responsibility for my behavior. Please trust me when I say that this won’t ever happen again. I will always give you the respect that you deserve.

It’s true that we never truly acknowledge the value of something till we have lost it. I haven’t seen you since last week and it makes me realize how important you are to me. It makes me feel upset that you haven’t been responding to my calls or messages. I really miss you. Please don’t punish me through this estrangement.

I know you are mad at me. After what I did, I don’t blame you for being angry at me. But please don’t ignore me. I request you to answer my phone calls and talk to me about how you feel. You may even shout at me; I deserve it. Let’s talk it over and resolve the issue. I would love to have my wonderful friend back.

# Sincerely,

Your Name

[Title]