October 5, 20XX  
  
Ralph Sidney  
Cooperative Manager  
Infosys Company  
123 Main St.  
Manchester, WA 77899  
  
Subject: I am sorry!!  
  
Dear Mr. Sidney,

I am writing this letter to seek sorry regarding my unethical behavior when you needed me the most. I am feeling so much ashamed now for what happened that day. You are one of the closest and dearest friends of mine and I cannot imagine my life worth living without you. I admit my unprofessional and unacceptable conduct. Despite all this, I request you to give me a second chance to clear myself.

First, I am really sorry for not being there for you when you were in need of me. The reason for all this is that it had been a very tiresome and busy week for me because of office heavy load. My manager had burdened me with extra work hours while the customers continuously were getting on to my nerves. It was a very cranky week for me that compelled me to lose my temper with you over a small argument. I know that I shout out at you for no reason and there is no excuse for my wrong behavior.

I am feeling much ashamed for what I did and after shouting at you I realized my mistake that what I have done with you is totally wrong. However, you left earlier without giving me chance to clear myself and seek an apology from you. I am repented over my wrongdoing and wish time to turn back to not happen this vexatious incident.

I cannot tell you my condition now that how penitent I am feeling. I am sorry for blemishing you. I request you now to forget what had happened last time and give me second chance. I promise that I will never commit such an act again.

I request you to move on now owing to our fifteen years old friendship. You always had been a source of inspiration for me in my hard times. This entire horrendous incident occurred because of my stressful job. You are the part and parcel of my life and I always need you there for me as you always had been. Waiting for your reply anxiously!

Yours affectionate

[Name Here]