Dear [Recipient Name],

The aim of my writing this letter is to seek an apology from you regarding my unethical behavior and I am extremely sorry for creating a fuss on Saturday. Our conversational topic got diverted and I got uncomfortable but despite talking in a polite and calming way I behaved rudely and unethically and made you annoyed with my tone.

You needed me the most at this time to show my sympathy regarding the challenges you are facing of financial crisis and illness. I admit my mistake of behaving annoyingly in return. It was also my mistake that I criticized you and made you the victim of problems that you have been going through over the last six months.

I know that all these sufferings are God’s way of testing you and there are none of your faults in it and I admit that you needed me at that time for moral support and encouragement. I assure you that I will provide my full support and care to you and will be available there for you in each difficult hour. You are my elder sister and I want both of us to be in full support of each other because you are not only a sister but also a best friend.

I hope that you will forgive me and will consider my apology. It would be better if I pick you up from your office in break time to have a discussion on it and make things clear between us. Please let me know when I should come and thanks a lot for understanding and listening to me.

See you at the lunch and take great care of yourself.

Regards,

Jane Adam