Dear [Recipient Name],

I hope that this letter finds you well and in good health. I am ashamed of my wrongdoing and writing this letter for the same purpose to say sorry for what I have done. I am writing this with sincere apologies and a saddening heart regarding my unethical attitude that I exhibited in our family gathering last week. I admit that I had entrenched the limits and incapacitated your feelings and for all this, I am extremely sorry. My actions were ill-suited, and I cut out to demonstrate professionalism and maturity. It resulted in your distraction from the very important task of that day.

I am so much sheepish with this attitude that was unacceptable and inappropriate. I assure you that next nothing of this kind will occur in the future. I make certain that this action will not be repeated at all. I have learned a great lesson from this and if next time (God forbidden) such a situation occurs I will handle it in an appropriate and mature way.

I am heartedly sorry for my unethical attitude and I hope that you will forgive me. I guarantee you that I will provide my full assistance and affection to you and will remain available for you in every darkest hour. As brothers, I want that both of us should be in full favor of each other because you are not only my brother but also a guider and best friend.

It would be better if I pick you up from your office in a free time and we can have lunch in some nearby restaurant to have a profound discussion on it. I want to make things clear with you now.

Please let me know when you will be free so may I come then. I would be very thankful to you if you forgive me. This would be a great favor on your behalf.

Regards,

Joseph Sidney