Sender’s Address

Date:\_\_\_\_\_\_\_\_\_\_\_\_

To,

[Name and address of the Addressee]

Subject: Apology letter to a Friend

Dear\_\_\_\_,

Dear Akhil,

I am truly sorry for how I acted last week at the gathering. When the topic of what happened five years ago came up, I got defensive and took it out on you and for that, I sincerely apologise

I thought you were trying to confront me but I now understand that you were just trying to set the record straight and help me out in the process. It was a misunderstanding that I wish never happened.

I was borderline rude to you and you do not deserve the treatment I gave you, especially in front of our friends. I know this may be a long shot but I hope you can find it in your heart to forgive me because I really appreciate and cherish our friendship. I promise you that such behaviour on my part will never happen again.

I would like to apologise to you in person so please let me know what time would be best for you so that I will be able to treat you to a nice dinner.

Sincerely,

[Sender's name]