

YOUR NAME  
ADDRESS  
CITY, STATE ZIP  
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

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**Instruction:** This is a model letter. Adapt to fit your facts and circumstances.

Name  
Address Line  
City, State Zip Code

Re: Apology for Hurt Feelings

Dear Name:

Please accept my apology for the incident which took place two days ago. It was not my intention to hurt your feelings and I now realize that I should have handled the situation with much more tact. Please allow me to buy you lunch or dinner at your earliest convenience.

Once again, I apologize for my comments and I hope you will forgive me.

Sincerely,