

Emotional apology to someone affected

Dear [Recipient's Name],

I want to express my sincere apologies for my unintentional mistake on [Date/Occasion]. I deeply regret any inconvenience or distress this may have caused you.

Please know that I have taken steps to correct the error and prevent it from recurring. I value our relationship and hope you can forgive me for this oversight.

Warm regards,

[Your Name]

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