

## Apology Letter for Hurt Feelings

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

You know how much you mean to me and you know how much I am concerned about you all the time. I know I am working a lot these days but you should also know that you are always on my mind. Sometimes, we get occupied with work in such a way that we do not get time to contact our loved ones. But that does not mean that you are being ignored.

The other day I was having back to back meetings when you started calling. I texted you to inform you that I am being busy and I will get back to you as soon as I get time. But you were insisting to talk which was not possible in that situation. The pressure of work and your non-stop calls just got on my nerves and I shouted at you.

Later when I calmed down, I realized how wrong I was to talk to you in that way. No one deserves the behavior I had. I am very sorry. I do accept the fact that you were calling out of the concern and care you have for me in your heart. And I keep a very high regard of all your feelings.

Please forgive me and understand my situation. I assure you not to repeat such behavior in the future again. I promise to work on my attitude and make it better for our future.

Sincerely,

[Your Name]