

Apology Letter for Misbehavior

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

You have been one of my oldest friends and our relation has been growing strong over the years. Even being friends, I do accept this fact that we can have difference of opinions and these differences are always respected. I have friends from diverse backgrounds and I have always respected the views of every person.

The other day, when we were having a group discussion about the declining economy, it felt that we were having a healthy discussion but just to get my point across, I got very aggressive. My intentions were never meant to hurt you but I do accept the fact that the choice of my words was not very appropriate. This is one of my biggest weakness that I get very aggressive and also that my communication skills are not very well.

I never wanted to hurt you. But I do recognize that I would have made you feel bad among other people. Please accept my apology and continue with our never ending group discussions. We all need healthy discussions and these discussions have helped me a lot in learning the perspective of other people. I have thought a lot about my behavior and I promise you that I will improve myself. You can be sure that I will not repeat this mistake in future.

I am sure you understand me and I am looking forward to take advice from you so that I can learn how to improve my soft skills.

Sincerely,

[Your Name]