**Apology Letter to a Friend Sample:**

Dear (enter name or affectionate nickname),

I can’t believe that I acted in such a way that has caused me to write this letter. I will start off by apologising for what I did to you (give details) the other day/at the party/when we last met. I was completely out of order.

I want you to know that you did not deserve to be treated or talked to that way and I can’t believe that I let myself act that way towards you; someone I have known for so many years/my whole life/a long time.

No matter what I say in this letter, I understand that it will never justify my actions. All I can ask is that you forgive me for my wrongdoings so we can put this matter in the past and move on.

Our friendship is one thing that I really treasure so I hope we can find a way to repair our relationship as I will try my hardest to ensure nothing of this sort happens again. Please give me a call if you are still worried about anything.

Your friend,

(insert name)