

[Write the Sender's Address]

[Write Designation/class of the sender]

[Write Name of the company/ institution]

[Write Contact details of the sender]

[Write the Date of sending the letter]

To,

[Write the Receiver's Name]

[Write the Receiver's Address]

[Write the name of the company /institution]

Sub: Apologizing for Fighting

Dear Mr./ Mrs./ Ms. [Write the name of the recipient]

First of all, I want to express my heartfelt apology to [mention the name of the person to whom you are apologizing] for my misbehavior (mention the details). I would like to offer my apology to you for fighting with you at the office/school.

I did not intend to behave like that in the first place. But as I was not in my proper state of mind at that time, when we were arguing because of some problems (mention details), therefore, I feel great sorrow for my shameful action.

You are a classmate/colleague of mine for so long and so, I was really wrong of me to behave like that.

I don't want to ruin our good friendship due to this misbehavior of mine. I know I have made a serious mistake by indulging in a fight with you for no good reason, but I honestly didn't have any bad intentions against you. I hope you will be able to understand my problem and accept my apology regarding this.

You are a good friend to me for many years, I cherish every moment of our friendship at class/office. Today, I want to assure you, that I will take care of it from now on, and

will not behave like this again anymore. I hope this time, you will forgive me, and we will be the same good friends as before.

Once again, please accept my sincerest apology and forgive me, I will come to meet you in person very soon. I hope you will consider my request and oblige me.

Thank you very much,

With regards,

[Name of the sender]