

## Personal friendship miscommunication apology

Dear [Friend's Name],

I've been thinking about our conversation yesterday, and I realize I completely messed up. I need to apologize for the confusion I caused when I told you [specific miscommunication].

What I meant to say was [correct information], but somewhere between my brain and my mouth, everything got jumbled. I can only imagine how frustrated and confused you must have felt, especially since you were counting on that information for [specific situation].

I know this isn't the first time my scattered communication has caused problems, and I'm genuinely sorry. You deserve better from me, especially as someone who means so much to me.

I promise to slow down and think before I speak, and to double-check important information before sharing it. Our friendship is too valuable to risk over my careless words.

Can we talk soon? I'd love to clear the air properly and make sure we're on the same page about everything.

With love and sincere apologies,

[Your Name]

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