

Sample Apology Letter for Not Listening

Dear [Recipient's Name],

I am writing to apologize for not giving you my full attention during our recent conversation. My lack of attentiveness was disrespectful, and I deeply regret any frustration or misunderstanding my behavior may have caused.

I value our communication and your thoughts, and I am committed to being a better listener in the future. Please accept my sincere apology, and I hope we can continue our discussions on a more attentive note.

Thank you for your understanding.

Sincerely,

[Your Name]