

Sample Apology Letter for Offensive Remarks

Dear [Recipient's Name],

I am writing this letter to apologize for my offensive remarks during our recent conversation. My words were hurtful, and I deeply regret any pain or discomfort my behavior may have caused.

I understand the importance of using respectful language, and I am committed to being more mindful and considerate in my communication moving forward. Please accept my sincere apology, and I hope we can rebuild our relationship with understanding and respect.

Thank you for your understanding.

Sincerely,

[Your Name]