

SORRY LETTER TO A FRIEND

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Introduction

Sorry letters are written when one of the friends commits any mistake intentionally or unintentionally. It becomes the responsibility of the person who has committed the mistake to apologize and patch up the relationship. One of the best ways to say sorry is to write a letter. The person need not face the other person and can express all the feelings in a clear way. The strength of a relationship depends on how the persons involved understand each other and accept the mistakes.

Sorry Letter to a Friend Tips

These following tips are useful in writing a letter to a friend:

- The letter should be clear and precise.
- The language used should be simple and yet should convey the feelings of the writer.

Sample Sorry Letter to a Friend

From,

_____ (your address)

To,

_____ (address of the person the letter is addressed to)

Date: _____ (Date of which letter is written)

Dear Peter,

I am very sorry for not attending your son's first birthday party. I had to attend a very important office meeting. It was unexpected and my boss sent me as his proxy. You know how important such meetings are. If I do not attend it, it would affect my performance.

I really missed out the fun you all had in the party. Sam must have had a nice time playing with his friends.

I want to come to meet all of you when you are free. Please confirm your availability next weekend as I would like to come and meet all of you.

I once again feel sorry for my absence at your son's birthday party. Hope to you meet you at the earliest.

Yours affectionately,

Jack

Sorry Letter to a Friend Template

From,

_____ (your address)

To,

_____ (address of the person the letter is addressed to)

Date: _____ (Date of which letter is written)

Dear _____ (name of your friend),

I am very sorry for not attending your son's first birthday party. I was held up in the office due to a meeting. It was an important meeting and I could not avoid attending it.

I really missed all the fun you must have had at the party. When you are free, I would like to come and meet you. Please confirm your availability next weekend as I would make a plan to visit you all.

How are your parents? I hope they are maintaining good health. It has been a long time since I met them.

My parents are staying with my brother now. They would be staying with me for a couple of months when they come back next month. We all can have a get-together when they are at my place.

Convey my wishes to Suzzane and your son Jim. Hope to meet you at the earliest.

Yours affectionately,

_____ (Your name)

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