

Apology Letter to Friend

[RECIPIENT STREET NUMBER AND NAME]
[RECIPIENT APARTMENT NUMBER]
[RECIPIENT TOWN/CITY, STATE, ZIP CODE]
[DATE OF WRITING]

Dear [RECIPIENT NAME],

I am sorry about forgetting about our lunch date. It was completely my fault; I was so busy at work that it must have slipped my mind. How about I treat you to lunch next [DATE] at the new [RESTAURANT NAME] at [TIME]?

I have marked this date in my planner, set reminders on all my phones, and placed various color-coded post-its around my studio apartment. I have also begun a watercolor, charcoaled-pastel self-portrait with a cloud speech bubble reminding me to remind myself that I need to pay attention more. I will never forget again.

Your best friend,

[YOUR NAME]

