Dear Mr. Adams

The previous week, we were in a meeting at the office. There was a discussion on some issues and we have disagreed on some of them causing some remarks to be exchanged between us. I do not wish such animosity to exist between us nor would I wish our professional misunderstandings to affect our personal friendship.

In this regard, I am offering you my genuine apology for the incident. I want to tell you that it was just part of my job to defend my position as you do to yours. I did not take it personally and I hope you did not either.

I hope you will find it in your heart to accept my peace offering. Should you wish to talk to me about it, please feel free to give me a ring or set an appointment for our meeting.

Thank you very much.

Sincerely yours,

John Clark