Hey [Friend's Name],

I just wanted to take a moment to tell you how sorry I am for what happened. I realize now that I made a mistake, and I'm really sorry if I hurt you. I truly value our friendship and wish I had thought before acting.

I hope you can forgive me, and we can move past this. Let me know if you want to talk about it or if there's anything I can do to make it right. Thanks for being such a great friend.

Take care,

[Your Name]