

# Letter of Regret

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not putting in the necessary effort and dedication required in our recent project/task.

Upon reflection, I realize that my lack of commitment impacted not only my performance but also the overall outcome of our team's work. I understand the importance of teamwork and accountability, and I take full responsibility for my shortcomings.

Moving forward, I am committed to making the necessary changes to ensure that I contribute effectively and support my team in achieving our goals. I appreciate your understanding and support as I work to improve.

Thank you for your patience, and I look forward to making amends.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]