

Letter of Regret

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Letter of Regret

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not adhering to the terms of our agreement dated [insert date of agreement]. I acknowledge that my actions have caused inconvenience, and I take full responsibility for the oversight.

Due to [brief explanation of the circumstances leading to the failure], I was unable to fulfill my obligations as promised. I deeply value our relationship and am committed to making amends.

As a gesture of goodwill, I am willing to [propose a solution or remedy]. I hope this can help restore your trust in our partnership.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]