

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for my failure to follow up on [specific task or project] as previously agreed upon. I understand that my oversight may have caused inconvenience to you and the team, and for that, I am truly sorry.

It was never my intention to neglect my responsibilities, and I take full accountability for this lapse. I appreciate your understanding and patience regarding this matter.

To rectify the situation, I have [mention any steps you have taken to follow through on the task]. I assure you that I am committed to ensuring that this does not happen again in the future.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]