

# Apology Letter for Forgetfulness

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my forgetfulness regarding [specific commitment or event]. I deeply regret not being there and understand how important it was to you.

Please know that it was never my intention to let you down or make you feel unimportant. I value our relationship and the time we share, and I am truly sorry for any disappointment I may have caused.

To make amends, I would love to [suggest a way to make up for your absence, e.g., meet up, have a chat, etc.]. I promise to be more mindful in the future and to prioritize my commitments to you.

Thank you for your understanding and patience. I appreciate you and look forward to reconnecting soon.

Warm regards,

[Your Name]

[Your Contact Information]