

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my failure to deliver [specific item or service] as promised on [specific date]. I understand the importance of meeting commitments and regret any inconvenience this may have caused you.

Unfortunately, [brief explanation of the reason for the delay, if appropriate]. I take full responsibility for this oversight and assure you it was not my intention to let you down.

To rectify the situation, I am working diligently to ensure that [specific item or service] will be delivered to you by [new proposed date]. I appreciate your understanding and patience in this matter.

Thank you for your consideration, and I hope to regain your trust. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]