

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for not achieving the outcomes we had agreed upon regarding [specific project or task].

It is with a heavy heart that I acknowledge my shortcomings in delivering what was expected of me. I understand the impact this has had on you and the team, and I deeply regret any inconvenience my actions may have caused.

I take full responsibility for this situation and am committed to learning from this experience. I am actively working on [mention any steps you are taking to improve or rectify the situation].

Please know that I value our relationship and am determined to rebuild your trust. I appreciate your understanding and patience during this time, and I am hopeful that we can move forward together.

Thank you for your consideration, and I look forward to the opportunity to make things right.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]