

Letter of Responsibility for Not Meeting Promises

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge and take responsibility for not meeting the commitments I made regarding [specific promise or obligation].

I understand that my failure to deliver on this promise may have caused inconvenience and disappointment. It was never my intention to let you down, and I deeply regret any impact this may have had on you or your plans.

I am taking steps to ensure this does not happen again in the future. [Briefly outline steps you will take to improve or rectify the situation].

Thank you for your understanding and patience regarding this matter. I appreciate your support as I work to rebuild trust and uphold my commitments moving forward.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]