

Letter of Remorse for Failing to Follow Up

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my failure to follow up regarding [specific topic or task] that we discussed on [mention date]. It was never my intention to overlook my responsibilities, and I regret any inconvenience this may have caused you.

Due to [brief explanation of circumstances, if applicable], I lost track of our communication, and I take full responsibility for this oversight. I understand the importance of staying in touch and providing timely updates, and I regret that I did not live up to your expectations.

Please rest assured that I have taken steps to ensure this does not happen again in the future. I value our relationship and am committed to restoring your trust in me.

Thank you for your understanding and patience. I look forward to hearing from you and will make it a priority to keep the lines of communication open moving forward.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]