

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my deepest apologies for my recent lack of follow-through on [specific task or commitment]. I fully acknowledge that my failure to follow through has caused [mention any consequences, if applicable], and I am truly sorry for any disappointment or inconvenience this may have caused you.

When I made the promise to [describe the commitment], I intended to follow through wholeheartedly. Unfortunately, [briefly explain the reason for the oversight, acknowledging any personal responsibility]. I take full responsibility for not keeping my word, and I understand the importance of trust and reliability in our relationship.

To make amends, I am committed to [outline any steps you plan to take to rectify the situation or ensure it doesn't happen again]. I value our relationship greatly and hope to rebuild your trust in me.

Thank you for your understanding and patience. I truly appreciate the opportunity to rectify this situation, and I am hopeful we can move forward positively.

Sincerely,
[Your Name]