

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not fulfilling my commitments as I had promised. I understand that my actions may have caused inconvenience or disappointment, and for that, I am truly sorry.

It was never my intention to let you down. I take full responsibility for my shortcomings and acknowledge the trust you placed in me. Please know that I value our relationship and deeply regret any negative impact my actions may have had.

I am taking this situation to heart and am committed to making improvements moving forward. I hope to regain your trust and demonstrate my dedication to our commitments in the future.

Thank you for your understanding and patience. I appreciate the opportunity to learn from this experience.

Sincerely,
[Your Name]