

Letter of Humility for Failing to Meet Schedule

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not meeting the schedule we had established.

Unfortunately, due to [briefly explain reason, e.g., unforeseen circumstances, lack of resources], I was unable to complete the tasks on time. I understand that this may have caused inconvenience and disrupted our plans.

I take full responsibility for my actions and the consequences they may have had. I deeply regret any disruptions this may have caused to your workflow and assure you that I am taking steps to prevent this from happening in the future.

Thank you for your understanding and patience during this time. I greatly appreciate your support and look forward to regaining your trust.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]