

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge and take accountability for the recent failure to deliver on the pledge made regarding [specific delivery details]. Unfortunately, we were unable to meet the promised timeline due to [brief explanation of the reason, if appropriate].

We understand the importance of this commitment and the impact that our delay has caused. To rectify the situation, we have taken the following steps: [list of actions taken].

We are committed to ensuring that this does not happen again and appreciate your understanding and patience in this matter. Please feel free to reach out to me directly if you have any further questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]