

Letter of Regret for Unfulfilled Promise

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret regarding the recent delay in the delivery of [specific item or service], which was due to be completed by [original delivery date].

Unfortunately, unforeseen circumstances arose that prevented us from fulfilling our promise on time. I understand how important this matter is to you, and I am truly sorry for any inconvenience this may have caused.

We value your trust and commitment, and I assure you that we are doing everything possible to expedite the delivery. The new expected delivery date is [new delivery date].

Thank you for your understanding and patience in this matter. Please feel free to reach out to me directly at [your contact information] if you have any questions or require further assistance.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]