

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not delivering [description of product/service] as promised on [due date]. It was never my intention to cause any inconvenience, and I take full responsibility for the delay.

Due to [brief explanation of circumstances], I was unable to fulfill my commitment. I understand the impact this may have had on your plans, and I truly regret any frustration this may have caused.

To rectify this situation, I am working diligently to ensure that you receive [product/service] by [new deadline]. I appreciate your understanding and patience during this time.

Thank you for your continued support. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]