

# Letter of Accountability

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my absence at [insert event/engagement name] held on [insert date]. I understand the importance of this event and regret any disruption my absence may have caused.

Unfortunately, [briefly explain reason for absence, e.g., a personal emergency, unexpected circumstances, etc.], which prevented me from attending. I take full responsibility for not notifying you in advance and for any inconvenience this may have caused.

Moving forward, I assure you that I will make every effort to prevent this from happening again. I value our relationship and am committed to upholding my responsibilities.

Thank you for your understanding. I look forward to discussing the outcomes of the engagement and how I can contribute moving ahead.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]