

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of Breaking Commitment**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge my previous commitment regarding [specific commitment, e.g., "the project deadline" or "the meeting scheduled for June 5th"].

Regrettably, due to [brief reason for breaking the commitment, e.g., "unforeseen circumstances" or "personal obligations"], I am unable to fulfill this obligation. I sincerely apologize for any inconvenience this may cause you and appreciate your understanding in this matter.

Thank you for your patience, and I hope to have an opportunity to collaborate with you again in the future. Please feel free to reach out if you would like to discuss this further.

Warm regards,

[Your Name]