

Letter of Apology for Unfulfilled Promise

[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 fulfilling the promise I made to you regarding [specific promise]. I understand how important this was to you, and I regret any disappointment or inconvenience my failure may have caused.

There were unforeseen circumstances that hindered me from keeping my word. However, I take full responsibility for my actions and understand the impact it had on our relationship. I value our connection and assure you that this is not a reflection of my commitment to you.

To make amends, I would like to [offer a solution or alternative]. I hope this can help restore your trust in me and our relationship.

Thank you for your understanding, and I hope to hear from you soon.

Warm regards,

[Your Name]