

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Apology for Not Meeting Obligation**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for my failure to meet the obligation of [specify the obligation] that was due on [due date]. I understand the importance of this commitment and I regret any inconvenience my oversight may have caused.

Unfortunately, [brief explanation of the circumstances, if appropriate]. However, I take full responsibility for not having fulfilled my obligation in a timely manner.

Please be assured that this situation is not reflective of my usual commitments, and I am taking steps to ensure it does not happen again. I value our relationship and am dedicated to maintaining your trust.

Thank you for your understanding and patience in this matter. I hope to resolve this issue promptly and would appreciate the opportunity to discuss how I can make amends.

Sincerely,

[Your Name]