

Apology Letter for Failing to Uphold a Promise

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Failing to Uphold My Promise

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 that my failure to uphold this commitment may have caused disappointment, and for that, I am truly sorry.

The reason for my inability to keep my promise was [brief explanation of circumstances, e.g., unexpected personal issues, time constraints, etc.]. I take full responsibility for this oversight and recognize how important it was to you.

Please know that I deeply value our relationship and your understanding means a lot to me. I assure you that this situation has prompted me to reflect on my commitments and improve my time management in the future.

I hope to make it up to you by [suggest a way to rectify the situation or propose a new commitment]. Your patience and understanding during this time would be greatly appreciated.

Once again, I apologize for any inconvenience my actions may have caused. Thank you for considering my explanation.

Sincerely,

[Your Name]