

Letter of Regret

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for failing to fulfill my commitment regarding [briefly describe the commitment, e.g., "the project deadline" or "our scheduled meeting on DATE"].

Unfortunately, due to [brief explanation of the reason for failure, e.g., "unforeseen circumstances" or "personal challenges"], I was unable to deliver on my promise. I understand the importance of our agreement, and I deeply regret any inconvenience this may have caused.

Moving forward, I am committed to making amends and would appreciate the opportunity to discuss how I can rectify this situation. Your understanding and support mean a lot to me.

Thank you for your patience and consideration.

Sincerely,

[Your Name]

[Your Contact Information]