

[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 express my sincere remorse for not following through on the promise I made to you about [specific promise]. I understand that my actions may have caused disappointment, and for that, I am truly sorry.

It was never my intention to let you down, and I take full responsibility for my failure to meet this commitment. [Briefly explain circumstances, if appropriate, without making excuses.]

Moving forward, I am taking steps to ensure that this does not happen again. I value our relationship dearly and would like to make amends. If possible, I would love the opportunity to discuss this further with you.

Thank you for your understanding. I appreciate your patience as I work to redeem myself.

Sincerely,

[Your Name]