

Apology Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not keeping my promise regarding [mention the specific promise]. It was never my intention to let you down, and I deeply regret any disappointment I may have caused.

I value our relationship and understand the importance of trust and reliability. I take full responsibility for my actions and the impact they had on you. Please know that I am committed to making things right and ensuring that this does not happen again in the future.

Thank you for your understanding and patience. I hope we can move forward from this and continue our relationship on a positive note.

Sincerely,

[Your Name]

[Your Contact Information]