

Letter of Explanation and Remorse

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally address my recent violation of the terms of our agreement dated [Insert Date]. I want to express my sincerest apologies for my actions, which I acknowledge have caused inconvenience and concern.

The violation occurred because [provide a brief explanation of the circumstances]. I understand that this was not only a breach of agreement but also a misjudgment on my part, and I take full responsibility for it.

I am genuinely remorseful for any disruption this may have caused and am committed to making amends. I assure you that this incident has prompted me to take the necessary steps to ensure it does not happen again in the future.

Thank you for your understanding and patience during this matter. I value our relationship and look forward to your forgiveness.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]