

Letter of Regret

Date: [Insert 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 regret for not adhering to our prior arrangements regarding [specific arrangements].

Unfortunately, [brief explanation of the circumstances that led to not adhering to the arrangements]. I understand the inconvenience this may have caused you and I take full responsibility for my actions.

Please accept my heartfelt apologies. I value our relationship and am committed to making sure this does not happen again in the future. I would greatly appreciate the opportunity to discuss how we can move forward from this situation.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]