

Letter of Sincere Expression of Regret

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the missed opportunity regarding [briefly describe the specific chance, e.g., job interview, project collaboration].

It was my utmost intention to participate and contribute, and I genuinely regret that circumstances prevented me from doing so. I value the opportunity to connect and collaborate with you and your team, and I am disappointed that I was unable to seize this chance.

Please accept my heartfelt apologies for any inconvenience this may have caused. I am very much interested in future opportunities and hope to stay informed about any developments.

Thank you for your understanding and consideration. I sincerely hope to have the chance to connect with you soon.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]