

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my failure to provide you with the encouragement and support you truly deserved during [specific time or event]. Reflecting on my actions, I realize how important it is to uplift those around us, and I regret not being the source of positivity you needed.

It pains me to know I may have let you down during such a crucial time. Your efforts and dedication have always impressed me, and I should have been there to reinforce your strength. I want you to know that your hard work and commitment do not go unnoticed, and I am truly sorry for not voicing that earlier.

Moving forward, I am committed to being more present and supportive. I truly value our relationship and want to make amends for my past shortcomings. Please know that I believe in you and your capabilities wholeheartedly.

Thank you for your understanding, and I hope we can move past this together.

Sincerely,

[Your Name]

[Your Contact Information]