

# Letter of Apology

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my lack of support and involvement during [specific situation or time period]. I realize that my absence may have caused frustration and disappointment, and for that, I am truly sorry.

It was never my intention to disregard your needs or fail to be there for you. I acknowledge that I could have done more to contribute and offer my support, and I regret that I did not meet your expectations.

Please know that I value our [relationship/friendship/partnership] deeply, and I am committed to making amends. I assure you that I am taking steps to improve and ensure 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 strengthen our connection.

Sincerely,  
[Your Name]