

Letter of Regret for Non-Compliance with Contract Terms

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere regret regarding our recent inability to comply with the terms of our contract dated [Insert Contract Date]. We understand the importance of meeting our obligations and the impact this may have on your operations.

Unfortunately, [Briefly explain the reason for non-compliance, e.g., unforeseen circumstances]. We are actively working to rectify this situation and ensure that we meet our commitments moving forward.

We deeply value our business relationship and are committed to restoring your confidence in us. We anticipate being able to resolve these issues by [Insert Resolution Date].

Once again, I apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Thank you for your attention. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Company]