

# Letter of Remorse

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere remorse for breaching our agreement dated [insert date]. I fully acknowledge that my actions have caused disruptions and I take complete responsibility for the consequences.

It was never my intention to undermine our agreement, and I regret any inconvenience this may have caused you and your team. I understand the importance of adhering to our commitments and recognize that my lapse has affected our trust.

To rectify this situation, I am committed to [insert steps you will take to remedy the situation]. I value our relationship and hope to rebuild the trust that has been compromised.

Thank you for your understanding and patience regarding this matter. I hope we can move forward positively and rebuild our partnership.

Sincerely,

[Your Name]