

Letter of Apology

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to sincerely apologize for my failure to meet the obligations set forth in our contract dated [Contract Date]. I understand that this has caused inconvenience and disruption to your operations.

There were unforeseen circumstances that impacted my ability to fulfill my commitments. I take full responsibility for this lapse and assure you that it was never my intention to cause any difficulties.

To rectify the situation, I am [explain steps you will take to resolve]. I value our partnership and am committed to ensuring that we meet our obligations moving forward.

Once again, I am truly sorry for any frustration or trouble my oversight may have caused you. Thank you for your understanding, and I hope to rebuild your trust in our professional relationship.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company Name]