

Letter of Remorse

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for not fulfilling our commitments in the recent project we completed for you. It was never our intention to mismanage your expectations, and I take full responsibility for the outcome.

We understand the importance of timely delivery and quality service, and we deeply regret any inconvenience we may have caused you. Please know that we are taking the necessary steps to ensure that this does not happen again in the future.

As a gesture of our commitment to making things right, we would like to offer you [insert compensation or solution]. We value your partnership and hope to regain your trust.

Thank you for your understanding and patience in this matter. Please feel free to reach out to me directly if you would like to discuss this further. Your feedback is important to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]