

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not keeping you updated on [specific matter or situation]. I understand that communication is vital, and I regret any inconvenience my lack of updates may have caused.

It was never my intention to leave you in the dark, and I take full responsibility for my oversight. I value our relationship and assure you that I am committed to improving my communication in the future.

Thank you for your understanding and patience. I appreciate your support, and I will make every effort to ensure you are fully informed moving forward.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]