

Letter of Regret for Failing to Notify

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not notifying you about [specific issue or situation] in a timely manner. I understand the importance of communication, and I apologize for any inconvenience this may have caused you.

The failure to keep you informed was unintentional and I take full responsibility for this oversight. It was not my intention to leave you in the dark, and I appreciate your understanding and patience during this time.

Moving forward, I assure you that I will take necessary steps to improve communication and ensure that such an oversight does not happen again.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]