

# Letter of Regret

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely acknowledge my oversight in failing to inform you about [specific details of the oversight]. This lapse in communication was unintentional, and I truly regret any confusion or inconvenience it may have caused.

I value our relationship and understand the importance of keeping you informed. Going forward, I assure you that I will take greater care to ensure that such an oversight does not happen again.

Thank you for your understanding and patience in this matter. If there is anything more I can do to rectify the situation, please do not hesitate to let me know.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]