

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my failure to inform you about [specific issue or event] in a timely manner. It was never my intention to cause any inconvenience or distress.

I understand the importance of communication, and I regret any confusion my oversight may have caused. I take full responsibility for this lapse and assure you it was not a reflection of my regard for you or our relationship.

Please know that I am taking steps to ensure that this does not happen again in the future. Your trust and understanding are incredibly important to me, and I appreciate your patience in this matter.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]