

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 situation or event] in a timely manner. It was never my intention to overlook this important matter, and I truly value our relationship.

Please accept my heartfelt apologies for any inconvenience my oversight may have caused. I understand the importance of timely communication and assure you that I will be more diligent in the future.

Thank you for your understanding, and I appreciate your patience as I take steps to ensure this does not happen again.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]