

Apology Letter for Not Returning Borrowed Items

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to sincerely apologize for not returning the [item(s) borrowed] that I borrowed from you on [date]. I understand that it was my responsibility to return them in a timely manner.

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, busy schedule, etc.]. I regret any inconvenience this may have caused you.

To rectify this situation, I will ensure that I return the [item(s)] by [new proposed return date]. Thank you for your understanding and patience in this matter.

Once again, I apologize for my oversight, and I appreciate your kindness. Please let me know if there is anything else I can do to make this right.

Sincerely,

[Your Name]