

# Letter of Accountability

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Acknowledgment of Unfulfilled Commitment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge an unfulfilled commitment that I made regarding [describe the commitment, e.g., a project, task, or obligation]. I understand the importance of this commitment and the impact my failure to fulfill it has caused.

I take full accountability for not meeting the agreed-upon deadline of [insert deadline]. This was due to [briefly explain the reason, if appropriate], but I recognize that it does not excuse my oversight.

To rectify this situation, I am currently [insert steps you are taking to fulfill the commitment or make amends]. I assure you that I am dedicated to resolving this matter promptly and efficiently.

Once again, I apologize for any inconvenience I may have caused and thank you for your understanding during this time. I value our relationship and appreciate your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]