

Letter of Explanation for Backpedaling on Commitments

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain my recent decision to backpedal on certain commitments I had made earlier.

After careful consideration and reflection, I have come to realize that my current circumstances do not allow me to fulfill those commitments to the best of my ability. [Briefly state the reason, e.g., unexpected personal issues, changes in workload, etc.].

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. I value the relationship we have built and hope to address this situation constructively. I remain committed to [mention any future commitments or how you plan to make amends].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]