

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company/Organization Name  
Address  
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my regret regarding my recent decision to change my course of action concerning [specific situation or project]. After careful consideration and reflection, I believe I may have made a hasty choice.

Despite my initial intentions, I have come to realize that my decision may not align with our mutual goals and expectations. I value our collaboration and the efforts we have put forth thus far, and my intention was never to disrupt our progress.

I would like to discuss the possibility of revisiting this decision and exploring alternative options that would benefit all parties involved. Your insights and guidance would be invaluable in this matter.

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

Sincerely,  
[Your Name]