

Sample Formal Letter: Apology for Broken Promise

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name, if applicable]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my failure to fulfill the commitment I made regarding [briefly specify the promise or commitment, e.g., the project deadline of June 5th or attending the scheduled meeting on June 10th].

I fully understand the importance of honoring promises, and I regret any inconvenience or disappointment my actions may have caused you. Unfortunately, due to [brief explanation of circumstances, e.g., unexpected personal obligations or an unforeseen work conflict], I was unable to meet my commitment as agreed.

I take full responsibility for this lapse and want to assure you that letting you down was never my intention. Please rest assured that I am taking steps to prevent such occurrences in the future, including [mention any specific action you are taking, e.g., improving my scheduling process or "communicating more proactively"].

To make amends, I would like to propose [offer a solution or alternative, e.g., rescheduling our meeting at your convenience or completing the outstanding tasks by a specific date]. I am committed to restoring your trust and ensuring our relationship remains strong.

Once again, I apologize for any inconvenience I have caused. Thank you for your understanding and patience. Please feel free to let me know if there is anything else I can do to remedy the situation.

Sincerely,

[Your Name]