

## 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]