

Informal Letter Sample: Apologizing for a Broken Promise

Dear [Friend's Name],

I hope you're doing well. I wanted to write to you because something has been weighing on my mind, and I feel it's important to say it directly. I am truly sorry for breaking my promise to you. I know how much you were counting on me to [mention the promise, e.g., "help you prepare for the exam" or "attend your birthday party"], and I can only imagine how disappointed you must have felt.

I won't make excuses, but I want you to know that it wasn't my intention to let you down. [Briefly explain the circumstances, e.g., "Something unexpected came up at work that I couldn't avoid, and by the time it was over, it was too late."] Still, I should have communicated better, and I regret not telling you sooner.

You mean a lot to me, and it really bothers me that my actions hurt your feelings. Please accept my heartfelt apology. I promise to make it up to you the next time and to be more careful about the commitments I make in the future.

Thanks for understanding, and I hope we can move past this. Let me know if we can meet up or talk this out—I'd really like the chance to make things right.

Your friend,
[Your Name]