

## Sample Apology Letter for Not Communicating

Dear [Recipient's Name],

I am writing this letter to apologize for not communicating effectively. My lack of communication was inconsiderate, and I deeply regret any confusion or misunderstandings my behavior may have caused.

I understand the importance of clear communication, and I am committed to being more proactive in sharing information and keeping you informed in the future. Please accept my sincere apology, and I hope we can move forward with improved communication.

Thank you for your understanding.

Sincerely,

[Your Name]