Sample Apology Letter for Inadequate Help

Dear [Recipient's Name],

I am writing this letter to apologize for not providing adequate help when you needed it. My support fell short, and I deeply regret any frustration or disappointment my actions may have caused.

I value your needs and well-being, and I am committed to being more responsive and helpful in the future. Please accept my sincere apology, and I hope to be a better source of assistance moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]

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