

## Sample Apology Letter for Not Keeping a Promise

Dear [Recipient's Name],

I want to express my sincerest apologies for not keeping my promise to you. My failure to follow through was unacceptable, and I deeply regret any disappointment or inconvenience my actions may have caused.

I understand the importance of trust and reliability, and I am committed to fulfilling my promises and commitments in the future. Please accept my heartfelt apology, and I hope to prove myself trustworthy again.

Thank you for your understanding.

Sincerely,

[Your Name]