

Sample Apology Letter for Not Being Available

Dear [Recipient's Name],

I am writing this letter to apologize for not being available when you needed me. My unavailability was inconsiderate, and I deeply regret any frustration or disappointment my behavior may have caused.

I value our relationship and your trust, and I am committed to being more present and accessible in the future. Please accept my sincere apology, and I hope we can communicate and connect with greater availability.

Thank you for your understanding.

Sincerely,

[Your Name]