

# Apology Letter for Flaking Out

**[Your Name]**

[Address]

[Date]

Dear [Name],

I am very sorry for flaking with our plan of spending a day out for hiking in the mountains. I should have honored my commitment which I failed to do as my niece had a terrible asthma attack and I had not only have to take her to the doctor but also spend some time with her. I am not a very negligent person but even then I know I would have caused you and other friends a lot of trouble by not showing up.

I know I had to arrange all the trekking material as I promised initially. I had made all the arrangements for hiking and we can reschedule our plan for some other day whenever you have time.

I promise to keep your trust next time and forever. Please accept my apologies and believe me I will not maintain this negligent behavior any further.

Sincerely,

**[Your Name]**