

Letter of Apology for Not Returning A Phone Call

This package contains:

1. Instructions & Checklist for Writing a Letter of Apology for not Returning a Phone Call
2. Letter of Apology for not returning a Phone Call

Instructions & Checklist for a Letter of Apology for Not Returning a Phone Call

- This package contains: (1) Instructions & Checklist for a Letter of Apology for Not Returning a Phone Call; and (2) Letter of Apology for Not Returning a Phone Call.

- This form is designed to assist you in drafting a letter to a person whose phone call you failed to return, to let them know that you feel their call is very important to you, and apologizing for your slip-up.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 6, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to apologize for failing to return your phone call of [Date of call].

I want you to know that I value our relationship, and that my delay in getting back to you in no way suggests that I was intentionally ignoring you. On the contrary, any call from you is very important to me, and the reason for my not returning this one was [Here tell what unusual event or crisis in your life prevented you from returning the call.]

Please accept my apology.

Cordially,

[Your Name]

Enclosures