Apology Letter for Mistake

**Date: [Insert Date]**

**From:  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**To:  
[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]**

**Subject: Apology for [Specific Mistake]**

**Dear [Recipient's Name],**

**I am writing to you today to formally apologize for the mistake I made regarding [specific mistake, e.g., missing a deadline, incorrect data in a report]. Upon reviewing the situation, I realize the impact of my error on our team and project timelines.**

**I take full responsibility for my mistake and am taking the following steps to ensure it does not happen again: [Detail specific actions you are taking, such as implementing new checks, undergoing further training, etc.].**

**I deeply regret any inconvenience my oversight has caused and am committed to regaining your trust through my future actions. Thank you for your understanding and guidance as I work to improve my performance.**

**Respectfully,**

**[Your Full Name]  
[Your Signature (if sending a hard copy)]**