

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)]