



patel Nisha <nishapatel8399@gmail.com>

Sincere Apology forgot to record server room Temperature in logbook

patel Nisha <nishapatel8399@gmail.com>

27 March 2025 at 15:54

Draft To: pkasodiya3457@gmail.com

Dear Pramod sir,

I hope you are doing well. I am writing to sincerely apologize for forgot to take entry of server room temperature in log book due to unawareness. I deeply regret any trouble this may have caused and take full responsibility for the situation.

Actually, I daily monitor server room temperature but for get to record it in logbook for tracking due to unawareness. To prevent happening this incident again I'll conduct training for all my colleague for this event.

Please accept my sincere apologies, and I truly appreciate your patience and understanding. If there is anything I can do to make amends, please do not hesitate to let me know. Once again, I regret this situation and value our professional relationship. I assure you of my commitment to ensuring this does not happen again.

Best regards,
Nisha Patel
Assistant Officer