

**Subject: Apology for not making my demo presentation**

**Dear Mr. Basel AlTamimi,**

I am writing to you to apologize for not making my demo presentation. I was supposed to present on 28/7/2019 at 11am. I did not do that because I thought if I postponed that I will have more experience in making presentations, then I will make a better presentation.

I realize that it was inappropriate to do that, especially because you focused on point that all of us should be ready to present on that session.

I understand my mistake. Now, I working hard to complete my slides and to practice well on presenting our demo. I will try to prevent similar mistakes from happing again and I will be always ready to present or to submit my work on time.

I greatly value the sessions and would like to continue learning and working there. I know the trust will not be easily restored, but I am willing to do what it takes to rectify my mistake.

**Sincerely,**

**Amir Altakroori**