**Apology for my mistake at work**

Respected Sir,

Greetings of the day,

I hope this message finds you well. I am Janvi Chandravadiya, an employee in the accounts department of your company.

I am very sorry to inform you that I have been assigned the task of entering the data from the latest balance sheets and then deleting the old data. I accidentally deleted all the new balance sheets that were given to me by the client. I am very sorry for this mistake on my end. I have talked to my associates and we are trying everything to get the data back.

I am committed to learning from this experience to ensure it doesn’t happen again. I assure you that I will not repeat the mistake in the future and am trying my best to correct it. I hope you will forgive me for my mistake and give me another chance.

Yours sincerely,

Janvi Chandravadiya