**2. Letter of Apology**

**Subject:** My Apologies for [Specific Issue]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for [specific issue, e.g., missing the deadline on the project]. I deeply regret the inconvenience caused and take full responsibility for the oversight.

To rectify this, I have [specific action taken to resolve the issue, e.g., reorganized the workflow to ensure timely delivery moving forward]. I assure you that steps have been taken to prevent such situations in the future.

Thank you for your understanding, and I appreciate your patience. Please let me know if there’s anything else I can do to make amends.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Contact Information]