2**. Letter of Apology**

**Subject:- Apology for the Delay in Softskill Assignment**

**Dear ma’am,**

**I hope you are doing well. I would like sincerely Apologize for the delay of submitting Softskill assignment , Which was due on July 18th. The delay was caused by the some personal issues, but I understand that it’s my fault to not inform you in advance.**

**I take full responsibility for my mistake and I ensure that this type of the mistake will not happen again. Thank you for your understanding and patience.**

**Thank you,**

**Pooja soni**