6/02/2023  
  
Good day Sir PM,  
  
With all due respect, I am writing this letter to explain why I had committed negligence at work recently. I know you are disappointed with my recent performance. As a network team, we failed to do our task and responsibility by not reporting the issue regarding the defective data outlets in room 815 and 817 which caused a minor problem with the face-to-face classes.  
  
I am sincerely asking for your apologies for not fulfilling my duty as a network maintenance specialist and I am hoping that you will pardon my negligence. This will serve as a lesson for us and we will use it to make ourselves better. We will do our best so this will never happen again in the future.  
  
Sincerely yours, Jamecer