Email 2: Letter of Apology

From : pragatibala15@gmail.com

To : rxyz@gmail.com

Subject: Apology for not submit project on time

Dear Rinkal Mam,

I am writing to sincerely apologize for not submit project on time. I understand that this has caused inconvenience, and I deeply regret any disruptions it may have caused.

The situation arose due to my health issue, but I take full responsibility for the oversight. Moving forward, I am taking the following steps to prevent such occurrences: submit on time or try to completed in advance.

Thank you for bringing this to my attention, and I hope you can forgive this lapse. Please do not hesitate to reach out if there are additional concerns or suggestions.

Best regards,

Pragati Bala