

To

The Director

Ultrasoft Systems, Quetta

Subject: Apology

R/Sir:

It is stated that me, Mr. Jalal Ahmed Khan and Mr. Abdul Tahir Khan had 1 bike. Jalal had to pick us both and we were to arrive office together. But, Unfortunately our bike's type got punctured and we forgot the make that acknowledged to you in the whatsapp group or personal chat. We all apologize for that and will make sure to don't repeat the mistake again.

Sincerely,

Sheraz Ahmed

Web Developer,

Jalal Ahmed Khan

Graphics Designer,

Abdul Tahir Khan

Intern (Marketing)

10 Dec 2022