

From : tirthchauhan.33@gmail.com

To: ashutosh.pandey@nw18.com

Subject: Sincere Apologies for delay in System Upgradation

Dear Ashutosh Sir,

I hope this email finds you well. I am writing to sincerely apologize for work which given by you is not completed in time limit. I deeply regret any inconvenience or disruption this may have caused and take full responsibility for the oversight.

The delay was due to an unexpected issue. which was less availability of man power cause more time for system upgradation and most of the systems are full time in use so we have to do that work at free time of user's system.

Please be assured that I am taking immediate steps to rectify the situation and to ensure that it does not happen again in the future. I am talking with all departments H.O.D for give us more time with systems for fast upgradation.

I value the trust you have placed in us and truly appreciate your understanding and patience. If there is anything further, I can do to address this matter, please do not hesitate to let me know.

Sincerely,

Tirth P. Chauhan

Assistant Manager, Technology & Operations

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