Akram Shaikh

A/3, 602, Gulsan park society,

Sayyad pura,

Surat.

Date :

To

The General manager,

Abc company.

Subject: Letter of Apology

I have been working on xyz project from last two days. However due to some bug issues I am not able to submit this project on time. I am assuring that I will solve this issues within one day and I will submit this report by tomorrow. Kindly accept my apology.

Your faithfully

Akram shaikh