

**Subject: Sincere Apologies for Missing the Important Paper**

Dear Mr.Ajit Varma Sir,

I hope this email finds you well.

I am writing to sincerely apologize for my oversight in forgetting to include the important paper related to client details in my recent submission. I deeply regret any inconvenience or disruption this may have caused to your work or the team's progress.

This was an unintentional mistake on my part, and I take full responsibility for the oversight. I understand the importance of accuracy and timeliness in our work, and I assure you that I have already taken steps to ensure this does not happen again. I am implementing a more thorough review process to double-check all materials before submission in the future.

The missing document has now been located and attached to this email for your immediate review. Please let me know if there's anything further I can do to address this matter or assist in rectifying any delays caused.

Thank you for your understanding, and I greatly appreciate your patience. I value the trust you place in my work and am committed to upholding that trust moving forward.

Best regards,

**Jack Bhabhor**