

Subject: Apology for the Inconvenience

Dear Jenil Vyas Sir,

Please accept my sincere apologies for the inconvenience caused by me. I acknowledge the error was my responsibility and regret any disruption it may have created. I am already taking corrective measures to ensure that this situation does not happen again. Your patience and understanding mean a great deal, and I value the trust you have placed in me. Moving forward, I am committed to improving and ensuring that my performance consistently meets expectations. Thank you for your understanding.

Sincerely,

Kishan Kachhadiya