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Subject : Apology for Delay

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Draft

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Dear sir ,

I am writing to sincerely apologize for Delay. I understand that this has caused inconvenience and frustration, and I take full responsibility for the oversight.

Please be assured that I am taking the necessary steps to address the issue and prevent it from happening again in the future. I appreciate your understanding and patience in this matter.

Once again, I apologize for any inconvenience caused.

Sincerely,
Kuldip Jotva