Subject: **Apology letter Sample to boss**

Dear Kartik sir,

I am truly sorry for sending the incorrect reports to the client. I understand this has caused significant inconvenience.

I take full responsibility for this mistake and have already sent the correct reports. I've also scheduled a meeting with the client to address any concerns.

Please let me know if there's anything else I can do to rectify this situation.

Sincerely,

Mihir Parate