

Subject: Apologies for the Inconvenience

Dear Vanshika ma'am,

I sincerely apologize for [specific issue, e.g., the delay in submitting the report]. This oversight was unintentional and does not reflect my usual standards of work.

I have taken immediate steps to rectify the situation by [mention the corrective action taken]. Please let me know if there's anything further, I can do to address this matter.

Thank you for your understanding and patience.

Best regards,

Roshni Patel

design and development team

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