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   
7340374500