



From mahtosaloni9016@gmail.com



To



abc@gmail.com



Letter of Apology

Dear [abc],

I am writing to sincerely apologize for missing the deadline, misunderstanding, I understand how this may have caused the impact, such as inconvenience, confusion, and I take full responsibility.

Please know that this was never my intention. I deeply regret the situation and any negative effect it may have had. I am currently taking steps to ensure that it does not happen again in the future.

Thank you for your understanding and patience.

Sincerely,
[Mahto saloni]