10/04/2018

Dear Ma’am,

I am sorry for the way we acted at the office I know it was offensive and inappropriate. I didn't intend to throw the trash all over the workplace and to violate any rules, it was never my intention to cause any one distress. I am sorry for being irresponsible and for the way I behaved in the office.

Please accept my apology and assurance that it will never happen again. I hope you can forgive me.

Respectfully yours,

Ivan Ashley F. Jaminal