

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date]

[Manager's Name] [Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Manager's Name],

I am writing to sincerely express my remorse regarding the mistake I made on [specific date]. I understand that my actions resulted in [briefly describe the impact of the mistake], and I take full responsibility for the oversight.

Looking back, I recognize that I could have [mention any specific actions you could have taken to prevent the error]. I assure you that this experience has taught me valuable lessons, and I am committed to ensuring it does not happen again in the future.

Thank you for your understanding and guidance as I work to rectify this situation. I genuinely appreciate your support and patience during this time. I am eager to discuss how I can improve and contribute positively moving forward.

Sincerely,

[Your Name]