

Letter of Sincere Regret

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the oversight that occurred regarding [briefly describe the oversight]. I take full responsibility for this mistake and understand the impact it may have had on our team and our objectives.

Upon reflection, I recognize the importance of [mention the importance of the task or procedure], and I want to assure you that this issue will be addressed promptly. Moving forward, I am taking steps to ensure that such oversight does not happen again, including [mention any relevant measures being taken].

Thank you for your understanding and patience during this matter. I value our collaboration and am committed to making improvements.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]