

# Letter of Apology

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my lack of effort on the [Project Name] project. I understand that my contributions fell short of the expectations set for this project, and I take full responsibility for my actions.

It was never my intention to let the team down, and I regret that my lack of dedication affected our progress. I recognize the importance of collaboration and commitment to achieving our goals, and I am truly sorry for not upholding those standards.

Moving forward, I am committed to improving my work ethic and contributing positively to our team's success. I appreciate your understanding and support during this time.

Thank you for your patience, and I hope to regain your trust.

Sincerely,

[Your Name]