

Dear [Colleague's Name],

I hope this message finds you well. I am writing to sincerely apologize for forgetting your request regarding [specific request details]. I understand how important this was to you and I regret any inconvenience my oversight may have caused.

Please know that it was never my intention to disregard your needs, and I take full responsibility for my mistake. I value our working relationship and appreciate the trust you place in me.

To make amends, I will [mention how you plan to remedy the situation, e.g., complete the request immediately, set reminders, etc.]. I assure you that I will be more attentive in the future to prevent this from happening again.

Thank you for your understanding, and I hope to continue working collaboratively with you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]