

Letter of Apology

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the expectations set for the [Project Name] project. I understand that we had outlined key deliverables and timelines that were not adhered to, and I take full responsibility for this oversight.

Our goal was to ensure the project was completed to your satisfaction, and I regret any inconvenience this may have caused. I acknowledge the importance of this project to you and your team, and I am committed to rectifying the situation.

To address this, I have already implemented the following measures to prevent a recurrence:

- [Measure 1]
- [Measure 2]
- [Measure 3]

Thank you for your understanding and support. I value our relationship and am dedicated to making this right. Please feel free to reach out to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]