

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to express my sincere contrition for not meeting the quality standards expected in my recent project. I understand the importance of upholding our company's values and the impact that my oversight may have caused.

Please accept my apologies for any inconvenience this may have caused to the team and our stakeholders. I take full responsibility for this lapse and have already taken the steps necessary to ensure it does not happen again.

I value the trust placed in me and am committed to improving my performance moving forward. Thank you for your understanding, and I appreciate the opportunity to learn from this experience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]