

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my oversight in failing to acknowledge your invaluable contributions to [specific project or task].

Your hard work and dedication played a crucial role in our success, and I deeply regret not recognizing your efforts adequately. It was never my intention to overlook your contributions, and I appreciate the commitment you have shown throughout this process.

Moving forward, I will ensure to highlight and celebrate the efforts of everyone involved. Thank you for your understanding, and I hope we can continue to work together positively.

Once again, I am truly sorry for this oversight.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]