

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere remorse regarding my recent performance on [specific project or task]. I acknowledge that I did not meet the expected standards, and I fully understand the impact this has had on the team and our goals.

It was never my intention to fall short of expectations, and I take full responsibility for the oversight. I recognize the importance of my role and the trust you placed in me to deliver quality work.

Moving forward, I am committed to learning from this experience and ensuring that it does not happen again. I have already begun to implement strategies to improve my time management and communication with the team.

Thank you for your understanding and support. I appreciate the opportunity to rectify my mistakes and prove my dedication to our team's success.

Sincerely,

[Your Name]