

Team Apology Letter

Date: [Insert Date]

Dear [Recipient's Name],

We, the [Team Name], want to sincerely apologize for not meeting the expectations set for [specific project/task]. We understand how important this was to you and the organization.

There were unforeseen challenges that impacted our performance, and we take full responsibility for the outcome. We recognize that we let you and the team down, and for that, we are truly sorry.

Moving forward, we are implementing [specific measures] to ensure that this does not happen again. We value your trust and are committed to regaining it.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Team Name]