

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Boss's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for my oversight regarding the [specific project name] that occurred on [specific date]. I understand the importance of this project and how my mistake may have impacted our team and our objectives.

It was never my intention to cause any disruptions or delays, and I take full responsibility for failing to [specific details about the oversight]. I assure you that I have reflected on this experience and have taken steps to ensure that such an oversight does not happen again in the future.

Thank you for your understanding and support. I appreciate the opportunity to learn from this situation, and I am committed to making it right. If you have any further recommendations or insights, I am open to discussing them at your convenience.

Once again, I am truly sorry for any inconvenience this may have caused, and I am grateful for your leadership and guidance.

Sincerely,
[Your Name]