

Dear [Mentor's Name],

I hope this message finds you well. I am writing to sincerely acknowledge a mistake I made regarding [briefly describe the situation]. I deeply regret any confusion or inconvenience this may have caused you.

Your guidance has always been invaluable to me, and it is important for me to take responsibility for my actions. I appreciate your support and understanding throughout my learning journey, and I assure you that I am committed to improving and ensuring this does not happen again.

Thank you for your patience and for being an exceptional mentor. I genuinely value the opportunity to learn from you.

Warm regards,

[Your Name]

[Your Contact Information]