

Dear [Peer's Name],

I hope this message finds you well. I am writing to sincerely apologize for not acknowledging the incredible efforts you put into [specific project or task]. Your hard work and dedication did not go unnoticed, and I regret not expressing my appreciation sooner.

It was never my intention to overlook your contributions, and I recognize how important it is to celebrate the achievements of our team members. Please know that your commitment to excellence has inspired me, and I am genuinely grateful for all that you do.

Thank you for your understanding, and I look forward to working together more closely in the future.

Warm regards,

[Your Name]

[Your Position]