

# Apology Letter

[Your Name]

[Your Position]

[Your Company]

[Date]

[Coworker's Name]

[Coworker's Position]

[Coworker's Company]

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for the oversight regarding [specific issue or situation]. It was never my intention to cause any inconvenience or added stress to your workload.

Upon reflection, I recognize that my actions fell short, and I take full responsibility for this mistake. I understand how my oversight may have affected you and our team's progress, and I am truly sorry for any disruption it may have caused.

Moving forward, I am committed to ensuring this does not happen again. I will be taking [specific actions you will take to prevent future oversights], and I appreciate your understanding and support as we work together to overcome this situation.

Thank you for your patience and professionalism in dealing with this matter. I value our working relationship and look forward to continuing our collaboration in the future.

Sincerely,

[Your Name]

[Your Position]