

Apology Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my failure to keep you in the loop regarding [specific situation or project]. It was not my intention to exclude you from important updates, and I regret any inconvenience this may have caused.

Moving forward, I assure you that I will make a conscious effort to communicate more effectively and ensure that you are included in all relevant discussions. Your insight and involvement are invaluable, and I appreciate your understanding in this matter.

Thank you for your patience, and I look forward to working closely with you in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]