

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent neglect of responsibilities that were entrusted to me. I understand the impact my actions have had on our team and the trust you placed in me.

Due to [briefly explain reason, if appropriate, e.g., personal circumstances, oversight, etc.], I failed to uphold my commitments and responsibilities. This is not indicative of my usual dedication, and I take full accountability for my actions.

I assure you that I am taking steps to rectify this situation. I am committed to improving my time management skills and ensuring that such negligence does not occur again in the future.

Thank you for your understanding and patience during this time. I appreciate the opportunity to make amends and restore your confidence in me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]