

# Letter of Contrition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Inattentiveness during Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my inattentiveness during our recent collaboration on [Project/Task Name]. I recognize that my lack of focus may have hindered our progress and affected our teamwork.

I regret not being fully present and engaged, and I understand how crucial each member's contribution is for achieving our common goals. I truly value the work we are doing together and appreciate the efforts you and the team have put in.

Moving forward, I am committed to being more attentive and contributing positively to our collaboration. Thank you for your understanding, and I look forward to continuing our work together with renewed focus.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]