

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the recent shortcomings in my work quality due to time constraints that I allowed to affect my performance.

Upon reflection, I recognize that I could have managed my time more effectively to ensure that the quality of my work met the expectations of our team and our goals. I take full responsibility for this oversight and assure you that it was never my intention to compromise our standards.

Going forward, I am implementing stricter time management protocols and seeking guidance to better prioritize my tasks. I am committed to regaining your trust and to contributing positively to our team's success.

Thank you for your understanding, and I appreciate your continued support. Please let me know if there's a convenient time for us to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]