

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear Board of Directors,

I hope this message finds you well. I am writing to express my sincerest apologies for the oversight that occurred regarding [specific issue or event]. I take full responsibility for my actions and understand the impact it has had on our organization.

It was never my intention to [briefly explain the consequences of the oversight]. I deeply regret any inconvenience or disruption this may have caused to our esteemed board and the entire company.

Moving forward, I am committed to implementing measures to ensure this does not happen again, including [mention any specific steps you will take]. I value the trust you have placed in me and our leadership team, and I am dedicated to restoring that trust.

Thank you for your understanding and support during this time. I am ready to discuss this matter further and answer any questions you may have.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]