

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for not meeting the expectations regarding [specific project or responsibility]. I understand the importance of delivering results, and I regret any inconvenience my shortcomings may have caused.

Despite my best efforts, I faced [brief explanation of the reasons, if appropriate], which hindered my ability to perform. I take full responsibility for this situation and acknowledge that it has implications on our team's goals and your trust in my capabilities.

To rectify this, I am taking the following steps: [list of corrective actions or plans]. I am committed to improving my performance and ensuring that this does not happen again.

Thank you for your understanding and support during this time. I value our relationship and am dedicated to regaining your trust.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]