

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally apologize for the recurrent missteps that have occurred in my recent actions. I acknowledge that these errors have caused inconvenience and frustration, and for that, I am truly sorry.

Specifically, I understand that [briefly mention the specific missteps]. I take full responsibility for these shortcomings and realize the impact they have had on you and the team.

To ensure this does not happen again, I am committed to [mention the steps you will take to rectify the situation]. I value our relationship and appreciate your understanding as I work to improve my performance.

Thank you for your patience and support. I look forward to your understanding and hope to move past these issues to a more productive and positive collaboration.

Sincerely,

[Your Name]

[Your Position]