

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my continued mistakes regarding [specific issue]. I recognize that my actions have caused inconvenience, and for that, I am truly sorry.

It is not my intention to repeat these errors, and I am committed to making necessary changes. I appreciate your patience and understanding as I work through my shortcomings.

Thank you for your understanding. I value our [relationship/work] and am dedicated to improving moving forward.

Sincerely,
[Your Name]