

## Sample Apology Letter for Neglecting Responsibilities

Dear [Recipient's Name],

I want to express my sincere apologies for neglecting my responsibilities regarding [task/responsibility]. My actions were careless, and I deeply regret any negative consequences my neglect may have caused.

I take full responsibility for my actions, and I am committed to rectifying the situation and ensuring that I fulfill my duties moving forward. Your understanding is invaluable, and I appreciate the opportunity to make amends.

Thank you for your patience.

Sincerely,

[Your Name]

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