

## Sample Apology Letter for Missed Opportunity

Dear [Recipient's Name],

I am writing this letter to apologize for missing the opportunity to [describe the missed opportunity].

My oversight was regrettable, and I deeply apologize for any disappointment or frustration my actions may have caused.

I understand the significance of the opportunity, and I am committed to being more diligent and proactive in the future. Please accept my sincere apology, and I hope we can explore new avenues together.

Thank you for your understanding.

Sincerely,

[Your Name]