

## Sample Apology Letter for Not Giving Recognition

Dear [Recipient's Name],

I am writing this letter to apologize for not giving you the recognition you deserve. My oversight was insensitive, and I deeply regret any hurt or disappointment my behavior may have caused.

I value your contributions and achievements, and I am committed to acknowledging your efforts more actively in the future. Please accept my sincere apology, and I hope to show my appreciation and recognition more genuinely.

Thank you for your understanding.

Sincerely,

[Your Name]