

Formal apology to boss for mistake

Subject: Sincere Apology for My Recent Mistake

Dear [Manager's Name],

I am writing this letter to express my deepest apologies for the mistake I made regarding [specific issue]. I take full responsibility for my actions and understand the inconvenience it has caused to both the team and the organization.

Please know that the error was unintentional, and I am already taking steps to ensure it does not happen again. I've reviewed the process thoroughly and implemented additional checks to avoid future oversights.

Once again, I am sincerely sorry for my mistake and any trouble it has caused. I deeply value your understanding and will strive to regain your trust through consistent performance.

Sincerely,

[Your Name]

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