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Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

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Dear Boss,

Subject: Sincere Apologies

I am writing to express my deepest apologies over the errors made by me in the documents you asked for. I admit that I wrote those documents in a hurry and due to that you found various errors in those documents. I was not well and I had to urgently rush to washroom and in that hurry I typed the document noting down wrong date on it. I am so sorry to have caused you much awkwardness and humiliation due to my error.

I am really very sorry. I know those documents were for a very important meeting and I apologize for the mistake I have made. You can surely check my records as you can see I don't make such mistakes frequently. It just happened because I was not feeling well.

Please forgive me and I assure you that I won't repeat such error again. From now onwards, I promise I will be more careful.

Please accept my sincere apologies. Thank you.

Sincerely,

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Your Name