

Sender's Address

Date: _____

To,
[Name and address of the Addressee]
[Designation of Addressee]
[Name of Company]

Subject: Apology letter to Manager

Dear _____,

I want to apologise for mixing up the clients' files for which you had to face Mrs Pooja Singh and Mr Amos LKr alone. Mislabelling the names of the files and sending them to the wrong clients not only gave a bad name to the company but to you personally as well and for that, I am truly sorry.

I just want you to know that since I am the person to be blamed for this incident because it was solely my fault, I am ready to take full responsibility. I want to right the wrong that I did so that you or the team will no longer have to suffer. If there are any remedial steps you would like for me to take, please do let me know at any time.

You have always been such an understanding and motivating manager and mentor to our team and you will always have my respect. I hope that my careless mistake will not ruin our professional relationship as I have so much more to learn from you.

Please forgive me. I assure you that such a mistake or any other will never take place from my end again.

Sincerely,
[Sender's signature]
[Sender's name]
[Sender's contact details]