

Sender's Address

Date: _____

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

Subject: Apology letter to Boss

Respected Sir,

I apologise sincerely for sending the ____ report to [Client's name] and not [Client's name].. I understand that this grave mistake made by me has led to many inconveniences for the company and our clients.

While I am in no position to defend my action, I just want to let you know that it was partly because I was working on five reports simultaneously that day and as time was of the essence, I was in a rush and accidentally mislabelled the file names.

As this incident was solely on me, I have personally apologised to both [Client's name] and Client's name]. I have also provided them with the correct reports.

I would like to ask for your forgiveness and assure you that such a thing will never happen again in the future. I know that what I did was inexcusable and I am truly sorry.

If there are any further remedial steps you would like for me to take, please do let me know at any time.

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