

Date: [Insert Date]

To,
[Manager's Name]
[Manager's Position]
[Company Name]

Subject: Apology for Mistake in Project

Dear [Manager's Name],

I am writing this letter to sincerely apologize for the mistake I made during the [Project Name/Description] project. I understand that my oversight has affected the project timeline and may have caused inconvenience to you and the team.

I take full responsibility for the error and acknowledge that it was my duty to ensure all aspects of my work met the expected standards. The mistake occurred due to [briefly explain the circumstances that led to the error, e.g., miscommunication, misinterpretation of instructions, oversight in process, etc.].

As soon as I became aware of the issue, I took immediate steps to correct it by [describe the actions taken to resolve the problem]. Additionally, I have put in place measures such as [mention preventive measures, e.g., double-checking work, improved communication, using checklists, seeking clarification when needed] to make sure that similar mistakes do not happen in the future.

I understand the importance of maintaining high standards and professionalism in our projects, and I assure you of my dedication to continuous improvement and quality work. Please accept my sincere apologies for this oversight, and I hope to regain your trust and confidence through my actions moving forward.

Thank you for your understanding. I appreciate your guidance and support, and I am committed to learning from this experience.

Sincerely,
[Your Name]
[Your Position]