

Apology Letter for Mistake at Work Causing Project Delay

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]

Subject: Apology for Delay in Project Due to Error

Dear [Recipient's Name],

I am writing to sincerely apologize for the mistake I made which resulted in a delay to the [Project Name/Description]. I fully acknowledge that my oversight on [briefly mention the nature of the mistake, e.g., missing a key deadline, overlooking a crucial detail, etc.] has affected the project timeline and may have caused inconvenience to the team and stakeholders.

I take full responsibility for my actions and deeply regret any disruption this may have caused. Please rest assured that I am committed to rectifying this issue as quickly as possible. I have already taken the following steps to address the situation:

- [Step 1 you have taken to correct the mistake]
- [Step 2 for damage control or remediation]
- [Preventive measure to avoid future reoccurrence]

Going forward, I will implement stricter checks and communicate more proactively to ensure that similar errors do not happen again. Maintaining the integrity and progress of our projects is very important to me, and I am dedicated to rebuilding your trust.

Once again, I offer my sincerest apologies for this mistake and the resulting delay. Thank you for your understanding and support. Please let me know if there is anything further I can do to resolve this matter.

Yours sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]