

# Apology Letter for Repeated Mistake at Work

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to sincerely apologize for the repeated mistake regarding [describe the mistake briefly, e.g., submitting reports past the deadline] that has occurred under my responsibility. I understand that my continued oversight has not only affected my performance but has also impacted the team's workflow and overall productivity.

I take full responsibility for my actions and deeply regret any inconvenience or difficulty my mistakes may have caused you and the rest of the team. Please be assured that my intention was never to hinder our progress, and I am committed to learning from this experience.

To prevent such errors from happening again, I have taken the following steps: [briefly explain steps, e.g., implementing a new tracking system or setting reminders]. Additionally, I am actively seeking feedback and guidance to further improve my work processes.

I value the trust and opportunity you have given me, and I am committed to restoring your confidence in my abilities. Thank you for your understanding and patience. Please let me know if there is anything additional I can do to rectify the situation.

Once again, I apologize for my repeated mistakes and appreciate your continued support as I work to improve.

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]