

Apology Letter to Your Boss

From,

Kavya Singh

Date:

To,

Kabir Nayak

Subject: Sorry Letter to boss

Respected Sir,

I am writing this letter to apologize you regarding the work delay that caused you a lot. We were aware of the deadline and done all the work systematically. But due to technical errors on our computer, we are not able to take printouts of our documents.

This is the only reason why our project delays and know how much loss you caused. For that, we sincerely apologize for our mistake. I know the delay in the submission has made you fall into the eyes of your manager but for that I extremely sorry once again.

I hope you understand our problem and forgive us for accepting this sorry letter. I make sure this thing does not repeat in the future.

Thank you,

Yours Truly,

Kavya Singh