

Apology Letter To Boss For Mistake

To,
Project Head
Research & Development
Ap #345-3847 Metus Road
Independence CO 30135

Subject: Letter with an apology.

Dear Sir/ Ma'am,

I am writing this letter to accept my mistakes (that I have misplaced the samples and didn't remember) and to apologize for being so irresponsible. I will surely change my working strategy and will definitely keep everything noted for future references.

Please forgive me and provide me another chance to prove myself. I shall be very grateful to you for your kindness and consideration.

Thanking you.

Sincerely,
Hiram Mullins
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Kennewick AL 41329
(716) 977-5775

