

# Sorry Letter to Boss

From,

Name of the Sender

Address

Contact details

Date: DD/MM/YYYY

To,

Name of the receiver

Address

Contact details

Subject: -----

Dear -----,

Here I am writing this letter because I want to apologize for the error that was made by me in sending wrong reports to the customer. Though this was not intentional, but I apologize for the loss the company will have to bear because of this action. I would like to apologize for it and will try to be more attentive in the future.

I know I cannot turn back the time and set everything right but I would certainly like you to know that I am sincerely and heartily sorry for the issues affect and for the loss the company is bearing because of me.

Thanking You

Yours truly,

\_\_\_\_\_

Name and Signature

