

# Apology Letter to Employer for Mistake

To,  
Mrs. Dina  
HR Head  
XYZ Corp.

Dear Ma'am,

This is to inform you that I have sent the required documents via speed post. I sincerely apologize that I couldn't send them in time and let you wait for them. I hope that you will get them within a day or two. I am extremely sorry for the inconvenience caused. Thank you for being so cooperative. I appreciate your patience.

Please let me know once you receive them.

Thanking you.

Regards,

X [write your name]

[You can also write your profile too]

