

Ladies and gentlemen,

I want to take a moment to address a recent oversight for which I am deeply sorry. I understand that my actions caused inconvenience [or name specific consequence], and for that, I sincerely apologize.

Please know that it was never my intention to let anyone down. I am committed to understanding where I went wrong and ensuring that this does not happen again in the future. Your patience and understanding mean the world to me, and I am grateful for the opportunity to make things right. Thank you for your kindness and support during this time.

Sincerely,

[Your Name]