Date

Name

Address

Dear Ms. Sarah,

I am writing this letter to apologize for the mistake of sending the wrong XYZ project report to you and the client on 5th October 2019.

I was working on the night of 5th on that report. I wanted to make it perfect, so I did not sleep for the whole night. When I completed the report and composed an email to send it to you and the client, I attached the wrong file and sent the incomplete report with many mistakes. As I was sleep-deprived, I could not come the next morning and my phone battery died as well, which is why you could not approach me.

I am aware that you had to go through a lot of embarrassment in front of the client because of that wrong document, and the client meeting on the morning of 5th went in vain as well, wasting time and resources. I am extremely sorry, as I am the responsible person behind this.

I have arranged a new meeting with the client, in which I will explain all of this and apologize to him.

I hope you will understand and consider it a pure human mistake. Please, accept my apology.

Regards,

John Dsouza.