**To**

**[The Recipient Name]  
[Designation]**

**DATE:**

**Re. Show Cause Reply for Negligence in the Construction Project; Project No. [xx]**

Dear Manager,

The letter has been written to respond to the show cause letter for the negligence in project no. [x]. The project deals with the construction of ABC Groups and Commercial Hub. I understand the immense importance of this project. The project keeps an eminent position in the construction business world; however, minute negligence brought some inconveniences to the project details.

While sending dossiers to the client, I made a minor mistake which was a typographical error in the cost efficacy of the project. The client misunderstood the digits and repudiated the offer by terminating the contract. Sir, I sent them an email of re-correction to which they responded positively. Their HR manager has reviewed the situation and further processes are under review.

I am sorry for my negligence; however, I understand such human errors are part of life. I am also of the view that we should work hard enough and with high precision and accuracy. I promise to not do such a mistake again. Thank you.

[Your Name]  
[Designation]  
[Company Name]