To,

[Name of Employer/Superior]

[Designation of Employer/Superior i.e., Manager or Director]

Date:

**Subject: Apology Letter to Boss for Forgetting Something Important**

Respected Sir/Madam,

I would like to sincerely apologize that I completely forgot to circulate the notice of staff meeting to be held at [mention date and time]. On [mention day and date], you instructed me to circulate the notice of staff meeting, but due to some other administrative responsibilities and work load, I forgot to do that.

I hope so that you will accept my apology and will provide me a chance to correct my mistake, as anything like that never happened before. Having said that, I assure you that anything like that will never happen again.

Yours Truly,

[Sender Name]

[Sender Designation]