To,

[Name of Employer/Superior]

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

Date:

**Subject: Apology Letter to Boss for a major Mistake/Error**

Respected Sir/Madam,

I would like to sincerely apologize for the mistake I did last week. I would like to clarify that the mistake was completely unintentional. You ordered me to deliver the client report within 3 days but due to some misunderstanding, I delivered you the wrong report i.e., the creditor report.

I hope so that you can realize that this mistake was genuinely unintentional as the same had never happened before. I am truly sorry for my misconduct and I hope that you will provide me an opportunity to rectify my mistake.

Please forgive me.

Yours Truly,

[Sender Name]

[Sender Designation]