To,

[Name of Employer/Superior]

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

Date:

**Subject: Apology Letter to Boss for not Achieving the Target**

Respected Sir/Madam,

I am writing this letter with deep regret as I could not achieve the set sales target for this month which was [state the set target]. I sincerely apologize to you as you counted on me and I could not achieve the target.

I would like to tell you that with my assistant quitting the job in the middle of the month without any notice, I was burdened with a lot of work. Due to lack of interest by HR department, no personnel could be hired so I had to face a lot of work pressure this month. For this reason, I could not achieve the monthly sales target.

I hope that you will understand my position and provide me an opportunity to prove my self in the next month.

Please accept my sincerest apologies.

Yours Truly,

[Sender Name]

[Sender Designation]