Apology Letter for a Mistake at Work

Dear Mark,

I’m writing to express my sincerest apologies for not finishing my assignment in time for the presentation.

I understand that our work depends on the collaboration and efforts of the whole team, and I know I let you down.

I’ve made a plan to improve my time management skills so that I can meet all of my future deadlines. I hope you can accept my apology and give me another chance.

Please feel free to contact me if you wish to discuss the matter further.

Sincerely,

Brandon