**Subject:**My Apologies

Dear Brian,

I want to apologize for mixing up the files for XYZ Company and ABC Company. My careless mistake hurt our sales pitches, and almost lost us two key clients.

When we work together on a sales pitch, I realize it is important that we can confidently rely on each other to complete our assignments. When I made a mistake, I let you down.

I am currently developing strategies to ensure that I never make that kind of sloppy error again. I have developed an even clearer organization for my online client files that will make it impossible for me to confuse one file for another. I have also spoken with our supervisor and explained that the error was completely my fault, not yours.

I understand that I have damaged our working relationship. However, I greatly value you as a colleague, and I believe that we have worked well together as a sales team in the past. I hope that you will be willing to work together in the future. Please let me know if there is anything else I can do to make this possible.

Sincerely,

Mark

Mark Williamson

Sales Associate

Paper Supply Company

555-555-5555

mark.williamson@email.com

Dear Brandon,

I am very sorry for my behavior in the staff meeting this morning. I cut you off in the middle of your presentation and criticized your performance in front of the staff. This was not only unprofessional but also simply disrespectful. I let my stress about a personal matter impact my management of the office.

I have always said to you, and to all my employees, that I want this office to be a place where you all feel comfortable sharing ideas with one another. When I yelled at you publicly for a small error in your presentation, I damaged that collaborative environment.

I am taking steps to make sure I do not lose my temper in that way again. I am working to manage my stress so that I do not let it impact the way I interact with my employees. I also know how capable you are of conducting a terrific staff meeting. I would, therefore, love for you to lead the staff meeting next week.

I am very sorry again. Feel free to contact me if you would like to discuss this matter further.

Sincerely,

Luis

Luis Nery Manager

East Bay Company

555-555-5555

l.nery@email.com