

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to sincerely apologize for the recent issues encountered with the jQuery code I provided. It came to my attention that the code did not function as intended, causing inconvenience and delays in your project. I take full responsibility for these oversights and understand the frustration they may have caused.

To rectify this, I have reviewed the code and made the necessary corrections, which I have attached for your reference. Please feel free to reach out if you have any further questions or require additional assistance.

Thank you for your understanding and patience in this matter. I appreciate your support and look forward to resolving this swiftly.

Sincerely,  
[Your Name]