

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the issues that arose due to the recent jQuery code implementation in [specific project or feature name].

Despite my best efforts to ensure a smooth integration, I acknowledge that the code did not function as intended and caused [briefly describe the issue or impact, e.g., delays, errors, etc.]. I understand the importance of delivering high-quality work, and I regret any inconvenience this may have caused you and the team.

To rectify the situation, I have already begun working on a fix and will prioritize resolving the issue promptly. I appreciate your patience and understanding as I work through this. Please do not hesitate to reach out if you have any immediate concerns or need assistance.

Thank you for your understanding, and I assure you that I am committed to improving my processes to prevent such issues in the future.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name]