

Apology Letter for Cell Phone Use

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

The meeting held yesterday meant a lot for everyone as we had to finalize the new deal with the client. I was very attentive during the meeting and I was all ears to the important aspects of the deal. I am aware about the company policies and I know that they are meant for our own benefit.

I have realized that I have become reliant on the technology and gadgets. Sometimes I feel, I cannot live without my phone. Checking my social media accounts has become my second nature now. I have to think of a plan to somehow control these habits as they are coming in my way of becoming more productive.

However, yesterday the matter was different. My wife has to see the doctor due to some serious illness. I was waiting anxiously to hear from her. And so, I was checking my cell phone every now and then. I accept the fact that everyone was feeling distracted due to my excessive use of the cell phone. Taking away my phone from me was the best solution as I would not have been able to stop myself otherwise.

Please accept my apology and be sure that I abide by the company policies and avoid the use of cell phones in future.

Sincerely,

[Your Name]