## Informal apology via email

Hi [Recipient's Name],

I just wanted to apologize for the mistake I made in [task/project]. It was completely unintentional, and I feel bad for any confusion it caused.

l've corrected the issue and will make sure it doesn't happen again. Thanks for your patience!

Best,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/apologize-for-unintentional-mistake