

Formal Apology Letter

Subject: Apology for Incorrect Transaction

Dear [Recipient Name],

I am writing to sincerely apologize for the incorrect transaction processed on [Date] regarding [Transaction Details, e.g., amount, account number]. We acknowledge the error and deeply regret any inconvenience it may have caused.

We are taking immediate steps to correct this mistake and ensure it does not occur in the future.

Please let us know if there are any further actions required from our side.

Once again, we apologize for the inconvenience and appreciate your understanding.

Sincerely,

[Your Name]

[Designation / Department]

[Contact Information]

[Date]

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