

Heartfelt Apology Letter

Subject: Our Sincere Apology for Transaction Error

Dear [Customer Name],

We are deeply sorry for the wrong transaction that occurred on [Date] in your account [Account Number]. We understand the inconvenience this has caused and take full responsibility for the error. Our team is actively working to rectify the mistake and ensure your funds are correctly adjusted. We value your trust and are committed to preventing such incidents in the future.

Thank you for your understanding.

Warm regards,

[Your Name]

[Designation]

[Company Name]

[Date]

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