

Provisional Apology Letter

Subject: Provisional Apology for Transaction Mistake

Dear [Recipient Name],

This letter serves as a provisional apology for the transaction error dated [Date]. While we investigate the cause, please rest assured that corrective action is underway.

We appreciate your patience and understanding during this period and will provide a final resolution promptly.

Sincerely,

[Your Name]

[Designation]

[Date]

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