

Casual Apology Email From School

Subject: Our Apologies for [Incident]

Hi Everyone,

We want to apologize for [incident] that happened on [date]. We understand it might have caused some confusion and inconvenience.

Weâ€™re working quickly to fix the issue and make sure it doesnâ€™t happen again. Thank you for your patience and understanding.

Best regards,

[School Administration]

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