

Formal Apology Letter for Administrative Error

Subject: Apology for Administrative Oversight

Dear Parents and Guardians,

We sincerely apologize for the administrative error that occurred regarding [specific issue] on [date].

We acknowledge our mistake and are taking corrective measures immediately.

Please rest assured that steps are being taken to avoid such errors in the future, and we appreciate your understanding and patience.

Sincerely,

[Principal's Name]

[School Name]

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