

Formal Apology Letter to Customer

Subject: Our Sincere Apology for the Inconvenience

Dear [Customer Name],

We deeply regret the inconvenience you experienced with our [product/service]. Please accept our sincerest apologies for any frustration this may have caused.

We are actively addressing the issue and have implemented measures to prevent a recurrence.

Your satisfaction is our top priority, and we appreciate your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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