Sample Apology Letter to a Client

Dear [Client's Name],

I am writing this letter to express my apologies for [describe the situation/error]. Your satisfaction is of utmost importance to us, and I am truly sorry for any inconvenience or dissatisfaction my actions may have caused.

We value your business and are committed to addressing and rectifying the issue promptly. Your feedback is invaluable to us, and we are taking steps to prevent a recurrence.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

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