

## Sample Apology Letter to a Customer

Dear [Customer's Name],

I want to extend my sincerest apologies for [describe the situation/error]. We deeply value your patronage, and I am truly sorry for any inconvenience or frustration my actions may have caused.

Your satisfaction is our priority, and we are committed to making things right. We are taking steps to ensure this situation is resolved and to prevent similar occurrences in the future.

Thank you for giving us the opportunity to rectify the situation, and we hope to continue serving you.

Sincerely,

[Your Name]