

Quick Apology Message

Subject: Apology

Hi [Recipient's Name],

We apologize for the recent mistake. It was an oversight on our part, and we are addressing it immediately. Thank you for your understanding.

Regards,

[Your Name]

[Your Position]

[Company Name]

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<https://www.lettersandtemplates.com/letters/corporate-apology-letter-to-company-for-business-mistake>