

Professional Apology

Subject: Apology for the Recent Oversight

Dear [Recipient Name],

I am writing to sincerely apologize for [specific mistake]. I understand the inconvenience this may have caused and take full responsibility for the error.

Please be assured that I am taking steps to ensure this does not happen again. I deeply value our relationship and hope you can accept my sincere apologies.

Sincerely,

[Your Name]

[Your Position]

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