

Official Business Letter Template

Subject: Re: Formal Apology Letter

Dear [Business Partner's Name],

Thank you for your formal apology dated [date] regarding the recent issues with [specific business matter].

I appreciate your acknowledgment of the situation and your commitment to implementing corrective measures. Your proposed solutions appear comprehensive and demonstrate your dedication to maintaining our business relationship.

I am prepared to accept your apology contingent upon the implementation of the safeguards you have outlined. I believe this experience, while regrettable, can ultimately strengthen our partnership through improved processes and communication.

I look forward to reviewing the progress reports you mentioned and to continuing our successful business relationship.

Yours truly,

[Your Name]

[Title]

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