

Professional Apology and Correction Letter

Subject: Apology and Correction of Error

Dear [Recipient Name],

We sincerely apologize for the error in [describe error briefly]. We understand the inconvenience this may have caused and deeply regret the oversight.

We have taken immediate steps to correct the issue. The corrected [document/item] is attached/enclosed, and all necessary adjustments have been made to ensure accuracy.

Thank you for your understanding and patience. We are committed to preventing such errors in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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