

Friendly Informal Apology Email

Subject: Oops! Correction Regarding [Issue]

Hi [Recipient Name],

Iâ€™m really sorry about the mistake in [describe error]. Iâ€™ve fixed it and attached the corrected version for you.

Thanks for your patience, and Iâ€™ll make sure this doesnâ€™t happen again.

Best,

[Your Name]

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