

Emotional and Sincere Apology Letter

Subject: Our Sincere Apologies and Corrective Action

Dear [Recipient Name],

We are deeply sorry for the mistake in [brief description]. We fully understand the impact it may have caused and wish to express our sincere apologies.

Please find the corrected [document/item] attached. We have also implemented measures to prevent such errors in the future.

Thank you for your understanding and continued trust in us.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

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