

Formal Corporate Apology and Correction

Subject: Apology and Rectification of Error

Dear [Recipient Name],

We acknowledge the error in [specific issue] and extend our sincere apologies. This oversight does not reflect our standards of quality and service.

The necessary corrections have been made and are enclosed for your review. We have also revised our processes to avoid recurrence of such incidents.

Thank you for your patience and continued partnership.

Sincerely,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-letter-of-apology-and-correction-of-error>