

Apology to client for service issue

Subject: Apology for the Inconvenience Caused

Dear [Client's Name],

Please accept my sincere apologies for the inconvenience you experienced with [describe issue].

We value your trust in our company and are deeply sorry that we did not meet your expectations on this occasion.

We take full responsibility and have already addressed the root cause to ensure such an issue does not recur. Our team is committed to restoring your confidence and delivering the high-quality service you deserve.

We truly appreciate your patience and understanding. Thank you for giving us the opportunity to make things right.

Kind regards,

[Your Name]

[Your Position]

[Company Name]

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