

Formal Official Apology Letter

Subject: Apology for Inconvenience Caused

Dear [Recipient Name],

We are writing to formally apologize for the inconvenience caused by [issue]. We recognize the impact this may have had and are taking immediate steps to address it.

We appreciate your understanding and patience during this time. Please accept our sincere apologies.

Respectfully,

[Your Name]

[Designation]

[Company Name]

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