

Formal Sorry Letter to a Client

Subject: Apology for Service Issue

Dear [Client's Name],

We sincerely apologize for the inconvenience caused by [specific issue]. We understand the impact this has had on your experience and take full responsibility.

Our team is taking immediate steps to rectify the situation and ensure it does not happen again. We value your trust and appreciate your understanding.

Sincerely,

[Your Name]

[Company Name]

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