

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent error regarding [briefly describe the error]. It was entirely unintended and I recognize the impact it may have caused.

I take full responsibility for my oversight and assure you that I am taking steps to ensure that such a mistake does not occur again in the future. Your understanding is greatly appreciated as I work to correct this issue.

Thank you for your patience and understanding. I sincerely value our relationship and appreciate your trust.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]