Error Correction Follow-Up

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to follow up regarding the recent error identified in our previous correspondence dated [Insert Date of Original Communication]. We have taken immediate steps to address the issue.

The error was related to [briefly describe the error]. We have corrected this mistake and would like to provide you with the accurate information below:

- Corrected Information: [Insert Correct Information]
- Impact of the Correction: [Explain any implications of the correction, if necessary]

We truly value your trust and appreciate your understanding while we resolved this matter. Should you have any questions or require further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]