

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apologize for the inaccuracies in the report titled "[Report Title]" that was published on [Publication Date]. It has come to our attention that [brief explanation of the inaccuracies].

We take full responsibility for this oversight and understand the impact it may have had on your [business, reputation, etc.]. Please be assured that we are taking steps to rectify the situation, including [mention any corrective actions being taken].

We value our relationship and are committed to maintaining the highest standards of accuracy in our reporting. We greatly appreciate your understanding and patience in this matter.

If you have any further concerns or require additional information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company]