

## **Subject: Apology for Inconvenience**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the inconvenience caused by [briefly describe the issue, e.g., delay in service, error in order, etc.]. We understand how important this matter is to you and regret any frustration that may have arisen as a result.

We value your patronage and are committed to ensuring that such issues do not occur in the future. To make amends, we would like to offer [explain any compensation if applicable, e.g., a refund, discount, etc.].

Thank you for your understanding and patience regarding this matter. If you have any further questions or concerns, please do not hesitate to reach out to me directly at [your contact information].

We appreciate your continued support and look forward to serving you better in the future.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]