

# Letter of Apology for Payment Miscalculation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent miscalculation in the payment we sent you on [date]. It has come to my attention that the amount was incorrect, causing an inconvenience on your end.

Please know that this was an oversight on our part, and we are taking immediate steps to rectify the error. The correct amount should be [correct amount], and we will ensure that this payment is processed as soon as possible.

We value our relationship with you and appreciate your understanding in this matter. Please accept our heartfelt apologies for any inconvenience this may have caused.

If you have any questions or need further clarification, please feel free to reach out to me directly at [your contact information]. Thank you for your patience and understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]