

Letter of Apology

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the financial oversight that occurred on [specific date/period]. After reviewing our records, I realized that [describe the financial mistake briefly, e.g., an incorrect billing amount, failure to provide a refund, etc.].

This mistake does not reflect the standards of integrity and accuracy we strive for. I deeply regret any inconvenience this error may have caused you, and I take full responsibility for it.

To rectify this situation, I [describe the steps you are taking to correct the error, e.g., issuing a refund, correcting the billing amount, etc.]. I want to assure you that we are implementing stricter measures to ensure this does not happen again in the future.

Thank you for your understanding and patience regarding this matter. I truly appreciate your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]