Notification of Service Error Recognition

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally recognize a service error that occurred on [insert date of error]. We have identified that [briefly describe the nature of the service error].

We sincerely apologize for any inconvenience this may have caused and are actively taking steps to rectify the situation. The following measures have been implemented to ensure this error does not occur in the future: [list corrective actions taken].

We value your continued trust in our services and appreciate your understanding in this matter. Should you have any questions or require further information, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]