

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my sincere contrition regarding the recent miscalculation that occurred in [specific project or situation]. I deeply regret the oversight and the impact it may have had on you and your team.

Upon reflection, I realize the error resulted from [brief explanation of the cause], and I take full responsibility for this lapse. I understand the importance of accuracy in our work, and I assure you that this is not reflective of the standards I strive to uphold.

To rectify the situation, I have already [mention any actions taken to correct the mistake]. Additionally, I am implementing measures to ensure that errors like this do not occur in the future, including [mention any new procedures or training].

I value our professional relationship and am committed to restoring your trust in my work. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]