

Letter of Regret for an Error Made

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for the error that occurred regarding [briefly describe the situation] on [specific date]. It was an oversight that I take full responsibility for, and I deeply regret any confusion or inconvenience it may have caused.

After reviewing the situation, I realize that [explain what went wrong and why it was an error]. This was not in line with the standards we uphold, and I assure you that steps are being taken to ensure it does not happen again, including [mention any corrective measures or changes being implemented].

Please know that I value our professional relationship and am committed to maintaining a high level of service and professionalism moving forward. I appreciate your understanding in this matter, and I am here to answer any questions you may have.

Thank you for your patience and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]