

Letter of Contrition for Data Input Error

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere apologies for the recent data input error that occurred on [specific date or timeframe]. I take full responsibility for this mistake and understand the impact it may have had on our operations and your team.

Upon realizing the error, I have taken immediate steps to rectify the situation by [briefly explain the corrective actions taken]. I assure you that I am committed to preventing such occurrences in the future by [mention any measures or changes in process].

I deeply value our collaboration and appreciate your understanding in this matter. Please feel free to reach out to me if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]