

Letter of Regret

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[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 regret regarding the incorrect data entry that occurred on [specific date or occasion]. We take full responsibility for this oversight and understand the implications it may have caused.

We are currently taking steps to rectify the situation and ensure such errors do not happen in the future. Your understanding and cooperation are greatly appreciated as we work to resolve this issue.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]