

# **Subject: Sincere Apology for Data Entry Mistake**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent data entry mistake that occurred on [specific date]. It was an oversight on my part, and I understand the inconvenience it may have caused.

I take full responsibility for this error and am committed to ensuring it does not happen again. I have implemented additional measures to improve my accuracy and to double-check all entries moving forward.

Thank you for your understanding and patience in this matter. I appreciate your support and trust.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]