

Letter of Remorse

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to express my sincere remorse regarding the recent failure of [Specify Equipment] that occurred on [Specify Date]. This incident resulted in [Describe Impact, e.g., loss of productivity, financial loss]. I understand the inconvenience this has caused and take full responsibility for the oversight.

Please be assured that we are taking immediate steps to address the underlying issues and are reviewing our maintenance protocols to prevent such incidents in the future. We value our relationship with you and appreciate your understanding as we work to rectify this situation.

Thank you for your patience and understanding. I look forward to your response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]