

Formal Apology Letter

Date: [Insert date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting your expectations during our recent engagement.

We understand that the experience did not align with the high standards we strive to maintain and that you deserve. Your feedback is crucial to us, and it has been clearly noted. We take full responsibility for this oversight.

To rectify this situation, we are committed to taking the following steps: [List actions being taken]. We value your trust and hope to restore your faith in our services.

Thank you for your understanding and patience. Please feel free to reach out directly at [Your Phone Number] or [Your Email] should you have any further concerns or suggestions.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]