

# Letter of Apology

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Unintended Mistake

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the unintended mistake that occurred on [insert date of incident]. It was never my intention to cause any disruption or misunderstanding.

Upon realizing the error, I took immediate steps to rectify the situation by [briefly explain corrective action taken]. I understand the impact this may have had and I am truly sorry for any inconvenience caused.

Honesty and transparency are values I hold in high regard, and I appreciate your understanding as I navigate this mistake. Please know that I am committed to ensuring it does not happen again in the future.

Thank you for your understanding and patience in this matter. Should you have any further concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Contact Information]