

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere regret for the inaccurate information I provided regarding [specific information or topic]. I understand the importance of accurate data and appreciate the trust you placed in my input.

Upon reflection, I realize that the error was due to [brief explanation of the cause of the inaccuracy]. I take full responsibility for this oversight and am committed to ensuring that such a mistake does not occur again in the future.

Please allow me to clarify the correct information: [insert correct information]. I hope this will assist you moving forward and alleviate any issues caused by the earlier misinformation.

Thank you for your understanding. I value our relationship greatly and appreciate your patience during this matter. If you have any further questions or need additional clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]