

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apologize for the error in the [specific report name] that was submitted on [submission date]. It was brought to my attention that [briefly explain the nature of the mistake]. I take full responsibility for this oversight and understand the impact it may have caused.

To rectify this mistake, I have already taken the following steps: [list any corrective actions taken]. I assure you that I am committed to improving my attention to detail and ensuring that this does not happen again in the future.

Thank you for your understanding, and I appreciate your support as I work to resolve this issue. Please let me know if there is anything further I can do to address this situation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]