

Letter of Regret

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my sincere regret for the error that occurred on [specific date or event]. It was never my intention to [describe the impact of the error]. I understand how important this matter is, and I am truly sorry for any inconvenience caused.

Upon realizing my mistake, I have taken the necessary steps to ensure that this does not happen again in the future. [Briefly outline the corrective actions taken].

Thank you for your understanding, and I appreciate your patience in this matter. I value our relationship and am committed to making it right.

Sincerely,

[Your Name]

[Your Title]