

# Letter of Contrition for Order Error

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the error in my recent order placed on [insert order date]. I received the wrong item(s) and deeply regret any inconvenience this may have caused.

This mistake was unintentional and I take full responsibility for not confirming the details before submitting my order. I truly value your service and appreciate the quality of your products, and I am disappointed that this occurred.

I would greatly appreciate your assistance in correcting this issue. Please let me know how I can return the incorrect items and receive the correct ones. Thank you for your understanding and support.

Once again, I apologize for any inconvenience this may have caused. I look forward to resolving this matter promptly.

Sincerely,

[Your Name]