

Letter of Apology

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the error that occurred during our recent conversion process. It was brought to my attention that the results we provided were incorrect due to a miscalculation on our part.

I understand the impact this may have had on your work and the trust you place in us. Please know that we are taking this matter seriously and are implementing measures to ensure it does not happen again in the future.

We value our relationship with you and are committed to providing you with the highest level of service. If there is anything we can do to rectify this situation or if you have any further concerns, please do not hesitate to reach out.

Thank you for your understanding and patience regarding this matter. I look forward to making things right.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]