

# Letter of Apology

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the inadequate quality of the delivery we provided on [specific project or service details]. We understand that this may have caused inconvenience and frustration on your part, and for that, I am truly sorry.

We take pride in our work and do not take these matters lightly. Unfortunately, due to [brief explanation of circumstances, if appropriate], we did not meet the standards you rightfully expect from us.

To rectify this situation, we are [explain the steps being taken to resolve the issue, e.g., offering a replacement, additional support, etc.]. We are committed to improving our processes to ensure this does not happen again in the future.

Thank you for your understanding and patience during this time. We value your partnership and look forward to serving you better in the future.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]