

# Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent miscalculation regarding the expenses related to [specific project or event]. It was never my intention to cause any confusion or inconvenience.

Upon reviewing the details, I realized that I mistakenly [briefly explain the error, e.g., "overlooked certain receipts" or "misinterpreted the budget allocation"]. This oversight has led to the discrepancies you encountered, and I am truly sorry for this mistake.

To rectify the situation, I have taken the following steps: [mention any actions you will take, e.g., "reviewing the expenses in detail" or "adjusting the budget accordingly"]. I assure you that I am committed to ensuring this does not happen again in the future.

Thank you for your understanding and patience as we resolve this matter. I appreciate your continued support and guidance.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]