

Letter of Regret

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 express my sincere regret regarding the recent budgeting errors that have occurred within our department. I understand the importance of accurate financial management, and I take full responsibility for the oversight.

These errors have impacted our planning and have caused unnecessary complications. I assure you that we are taking immediate steps to rectify the situation and enhance our budgeting processes to prevent such issues from happening in the future.

Thank you for your understanding and patience during this time. I value our partnership and am committed to ensuring that we move forward with greater accuracy and transparency.

Should you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]