

Apology for Financial Miscalculation

Date: [Insert Date]

[Recipient's Name]

[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 recent financial miscalculation that occurred regarding [specific details of the transaction or situation].

Upon reviewing our records, I realized that an error on our part led to [describe the nature of the error and its impact]. I understand the inconvenience this may have caused and can assure you that it was never my intention to create any misunderstanding.

To rectify this situation, I have taken the necessary steps to [explain any corrective actions taken or proposed]. I am committed to ensuring that this does not happen again in the future.

Thank you for your understanding and patience in this matter. I value our relationship and appreciate your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]