

Apology Letter for Unexpected Results

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to sincerely apologize for the unexpected results regarding [specific details of the situation]. We understand that the outcome may not have aligned with your expectations, and for that, we are truly sorry.

We take full responsibility for this situation. [Briefly explain what caused the unexpected results and any steps being taken to address the issue]. Our team is committed to learning from this experience and ensuring it does not happen again in the future.

We value your trust and partnership, and it is important for us to regain your confidence. Please feel free to reach out if you would like to discuss this further or if there is anything we can do to remedy the situation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]