

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an apology regarding the incorrect information that was provided on [specific date or occasion]. The misinformation has caused [explain the impact or consequences of the incorrect information].

It is essential for me to receive clarification and an acknowledgment of this error to move forward amicably. I believe a formal apology would help restore my trust in [Company/Organization Name].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]