

Professional apology for a work-related error

Subject: Apology for Unintentional Error

Dear [Recipient's Name],

I am writing to sincerely apologize for the unintentional mistake that occurred on [Date/Project/Task].

I take full responsibility and understand the inconvenience this may have caused.

I have reviewed the situation and taken steps to ensure that such errors are prevented in the future.

Please accept my apology and know that I am committed to maintaining high standards of accuracy and diligence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Title/Position]

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