

Apology with request for advice on rectifying mistake

Subject: Apology and Request for Guidance

Dear [Recipient's Name],

I apologize for the unintentional error in [task/project]. I want to ensure that it is resolved correctly and would appreciate your guidance on the best course of action.

I am committed to correcting this issue promptly and preventing similar mistakes in the future.

Thank you for your support.

Best regards,

[Your Name]

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