

Professional yet warm apology to a client

Subject: Apology for Unintentional Mistake

Dear [Client's Name],

I sincerely apologize for the unintentional mistake regarding [service/product]. I understand the inconvenience this may have caused and deeply regret the situation.

We have taken corrective actions and implemented measures to ensure this does not occur again.

Your trust is very important to us, and we are committed to providing the highest level of service.

Sincerely,

[Your Name]

[Position]

[Company Name]

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