



Date: _____ (Date on Which Letter is Written)

To,

Subject: Apology letter

Dear _____(Sir or Madam),

The purpose of this letter is to apologize for the error that was made by me in sending incorrect reports to the client. I understand that this error must have caused a lot of inconvenience to the company. I know that any reason given for this will not erase the mistake. However, I would like you to know how sorry I am for _____ (What was the Reason for Apology).

I know I cannot turn back the time and set everything right but I would certainly like you to know that I am sincerely and heartily sorry for the issues caused and for the loss the company is bearing because of me.

Thanking You

Yours truly,

Name and Signature