

Apology Letter for Mistake in Email Sent at Work

Dear [Recipient's Name],

I am writing to sincerely apologize for the error in the email I sent on [date] regarding [subject or topic of the email]. Upon reviewing the message, I realized that [briefly describe the mistake, e.g., I included incorrect information/attached the wrong file/misspelled important details].

I understand that this may have caused confusion or inconvenience, and I truly regret any disruption this may have caused to your work. Please find below the correct/updated information for your reference:

[Provide the correct information or attach the correct file/document]

I take full responsibility for this oversight and assure you that I am implementing measures to prevent similar mistakes in the future, such as [briefly mention steps, e.g., double-checking emails before sending, seeking a colleague's review, etc.].

Thank you very much for your understanding and patience. If you have any further questions or require additional clarification, please don't hesitate to let me know.

Once again, I apologize for any inconvenience this may have caused.

Kind regards,

[Your Name]

[Your Position/Department, if applicable]

[Your Contact Information]