

Formal Apology Letter for Error in Work Report

[Your Name]
[Your Position]
[Department/Team]
[Company Name]
[Date]

[Recipient's Name]
[Recipient's Position]
[Department/Client Name]
[Company Name]

Dear [Recipient's Name],

I am writing to formally apologize for the error identified in the [title or subject] work report submitted on [date]. Upon review, it has come to my attention that [briefly describe the nature of the error, e.g., incorrect data, miscalculation, missing information].

I acknowledge that this mistake may have caused inconvenience and potentially impacted your decision-making process. Please accept my sincerest apologies for any confusion or disruption this may have caused.

As soon as I realized the error, I took immediate steps to rectify the issue. The corrected version of the report is attached for your review. Additionally, I have implemented measures to ensure a more thorough verification process moving forward, minimizing the chance of similar oversights.

I appreciate your understanding and patience as I work to maintain the highest standards of accuracy and professionalism. Please feel free to reach out if you have any further questions or require additional clarification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Contact Information]