

This sample letter with **business apology for mistake in contract terms** serves as a professional template to acknowledge and address errors made in contractual agreements. It demonstrates accountability, expresses sincere regret for any inconvenience caused, and outlines the steps the business will take to rectify the mistake. Such a letter helps maintain trust and fosters transparent communication between parties, ensuring a respectful and cooperative resolution to contract-related misunderstandings.

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Apology for Error in Contract Terms

I am writing on behalf of [Your Company Name] to sincerely apologize for the mistake identified in the terms of our recent contract dated [Contract Date], concerning [briefly describe the subject or reference number of the contract].

Upon reviewing the agreement, we realized that [briefly describe the specific mistake, e.g., the payment schedule, scope of services, delivery date, etc.], which does not accurately reflect our prior discussions or intended arrangements. We acknowledge the oversight and understand the inconvenience this may have caused for you and your organization.

Please be assured that we take full responsibility for this error. To rectify the situation, we have prepared a corrected version of the contract with the appropriate amendments. We kindly ask you to review the revised document at your earliest convenience. If there are any further questions or required adjustments, please let us know, and we will address them promptly.

At [Your Company Name], transparency and integrity are central to our business relationships. We greatly value your partnership and are committed to maintaining your trust. We appreciate your understanding and are taking additional steps internally to ensure such errors are avoided in the future.

Thank you for your attention to this matter. Please do not hesitate to contact me directly at [Your Contact Information] if you have any concerns or require further discussion.

We look forward to continuing a positive working relationship with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]