

Date: [Insert Date]

To,  
[Recipient's Name]  
[Job Title]  
[Company Name]

Subject: Apology for Error in Financial Documentation

Dear [Recipient's Name],

I am writing to sincerely apologize for a mistake I made in the recent financial documentation for [specify period/project/report]. Upon review, I discovered [briefly describe the nature of the mistake, e.g., an incorrect entry or calculation error] that resulted in inaccurate information being reported.

I deeply regret any inconvenience or confusion this may have caused you and the team. As soon as I became aware of the error, I took immediate steps to correct the documentation and ensure that the accurate figures are now reflected in our records. I have also notified the relevant departments to prevent the error from impacting further processes.

To prevent similar mistakes in the future, I have implemented additional verification procedures and will conduct more thorough reviews before finalizing any financial reports. I am committed to maintaining the highest standards of accuracy and transparency in our financial documentation.

Once again, I apologize for this oversight and appreciate your understanding and support. Please let me know if there are any other steps I should take to address this matter or if you require any further clarification.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]