

Date: [Insert Date]

Dear [Client Name],

I am writing to sincerely apologize for an error that occurred in our recent correspondence dated [insert date or reference], in which we provided you with incorrect information regarding [briefly specify subject, e.g., your account, your order, your project details, etc.].

Upon reviewing our communication, we discovered that [briefly explain what the error was, e.g., "the figures quoted were inaccurate" or "the delivery timeline provided was incorrect"]. This was an oversight on our part, and I accept full responsibility for the mistake.

To clarify, the correct information is as follows:

[Clearly state the correct information or data.]

We understand the importance of accurate and timely information, and we deeply regret any inconvenience or confusion this may have caused. Please be assured that we are taking immediate steps to ensure such errors are not repeated, including [briefly mention any corrective actions, e.g., updating internal procedures, retraining staff, double-checking data before sending].

Your trust is very important to us, and we are committed to providing you with the highest quality of service. If you have any questions or require further clarification, please do not hesitate to contact me directly at [your contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]