

*Full Name*

*Address*

*Contact Details*

*Date*

*Dear [Recipient],*

I am writing to apologize for the mistake that occurred on [date or time frame] and to provide an explanation for what happened.

[Provide a summary of the mistake and how it impacted the recipient or others involved. Explain why the mistake happened but avoid making excuses or blaming others. Take responsibility for the mistake.]

I understand that my mistake has caused inconvenience and frustration for you and for others, and I am truly sorry for any negative impact that it may have caused. Please know that I am taking steps to ensure that a similar mistake does not happen in the future. [Explain the steps you are taking to address the mistake, such as additional training, double-checking work, or other preventative measures.]

Once again, please accept my sincere apologies for the mistake, and please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

*[Your Name]*