Apology Letter to Client for Wrong Information

From,
Shristhi
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shristhi@gmail.com

Date – 12/11/1978

To,
Ajota Singh
38 Prospect St.
Cockeysville, MD 21030
ajota@gmail.com

Subject: -------

Dear Sir/Mam,

On behalf of the entire team, I apologize to you for the inconveniences caused. Due to miscommunication amongst the staff, the end result that reached out to you turned out to be imperfect with wrong information. We are deeply sorry for the inconveniences caused in your business.

As a team we ensure to provide only a close to perfect product and service, only in the rarest situations do we end up facing any problems. We are already working on providing you with a detailed survey sheet. Please accept our apologies.

Sincerely,

Shristhi

BEST
LETTER TEMPLATE