[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am sending this letter to you to apologize that I had mistakenly sent you the incorrect information. I am sorry for all the inconvenience that you or your concerning people faced because of it. To remind you the email was sent on [DATE] regarding the subject [SUBJECT]. The false information was [DETAIL] and the correct information is [DETAIL].

I understand my responsibility and I know it must not have happened. I assure you that it will not happen in the future and I will provide you with the reliable information to win your trust once again.

Sincerely,

[Your Name]

[Title]

Enclosure