[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]:

Please accept my apology for providing the incorrect information in the email that was sent to you dated [DATED] regarding the subject [SUBJECT]. I understand all the inconvenience that you might have faced because of the incorrect information. I have attached the correct information with this email. Hope it helps to ease the nerves.

I assure you that it will never happen again in the future and I will be cautious to avoid such mistakes to win your trust back.

Sincerely,

[Your Name]

[Title]

Enclosure