[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 writing this letter to request to accept the apologies for doing mistake in the advertisement. We could not realize the mistake until our customers started to call us for placing the order for $22 instead of $122. We will make the correction appear in the next advertisement.

I know this information will be disappointing for many of our customers. But, we can’t sell the product at this low price. I hope that you will understand our problem.

Sincerely,

[Your Name]

[Title]

Enclosure