

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the mistake I made regarding [briefly explain the mistake, e.g., "the client report submitted on [date]"]. I understand that this error may have caused inconvenience and I take full responsibility for it.

I have taken the necessary steps to correct this issue by [explain any actions you have taken to rectify the mistake, e.g., "revising the report and submitting it to the client"]. I am committed to ensuring that this does not happen again in the future.

Thank you for your understanding and support in this matter. I value the opportunity to work with you and the team at [Company's Name]. I appreciate your patience as I learn from this experience.

Sincerely,

[Your Name]
[Your Job Title]