

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oops Incident Acknowledgment

I hope this message finds you well. I am writing to formally address an incident that occurred on [Date of Incident], which I deeply regret.

We experienced an unexpected situation involving [describe the incident briefly, e.g., a mistake, an error, etc.]. I acknowledge that this may have caused [mention any consequences, impact, or inconvenience caused].

I take full responsibility for this oversight and assure you that it was not my intention to cause any disruption. To prevent such incidents in the future, I have taken the following steps:

1. [Step 1: Describe a measure taken to rectify or avoid recurrence.]
2. [Step 2: Describe another measure taken.]
3. [Step 3: Additional actions, if any.]

I truly value our relationship and am committed to ensuring the highest standards moving forward. Thank you for your understanding and patience regarding this matter.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]