

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Error

We are writing to inform you of an error that has occurred regarding [brief description of the error]. We sincerely apologize for any inconvenience this may have caused.

Details of the error are as follows:

- Date of Error: [Date]
- Description: [Details of the error]
- Impact: [Explain the impact, if any]

We are currently [explain corrective actions taken or planned] to rectify this situation and ensure that it does not happen again in the future.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]