

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the oversight regarding the XLS file that was sent on [date].

It has come to my attention that [briefly explain the issue with the XLS file, e.g., incorrect data, file corruption, etc.]. I understand the importance of providing accurate information, and I regret any inconvenience this may have caused.

To rectify this situation, I have [explain how you plan to correct the issue, e.g., re-sent the corrected file, attached the revised version, etc.]. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your understanding, and I appreciate your patience as we resolve this matter.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]