Date

Dear [Recipient]

I owe you [mention company name, business, or firm] for the honest apology as of delivering you the wrong info [mention situation].

It was truly not my intention to generate such type of inconvenience and uncomfortable situation. I hope that I will be given the chance of correcting my errors and resolve the matter in an appropriate way.

Though I have caused this unfavorable experience, I can see where I was wrong [define the cause of your mistake]. I believe this mistake will help me to learn more and prevent me to repeat the same errors in the future.

You can feel free to share your thoughts and worries with me about this matter. You can contact me through my [mobile number, email].

Best regards

Name