Date:

To

[The Recipient Name]  
[Designation]

Dear Ms. Maria,

I am writing this letter to acknowledge and apologize for my mistake of sending the wrong price quotation to ABC Limited on 5th January 20XX.

At that time, there were many projects going on, and many price quotations, which were continuously being revised, were being sent to different companies. I was extremely occupied with all the work pressure. In the realm of that, I sent the wrong non-revised quotation to ABC Limited.

I know it is not a justification, and I should have been more careful. This has never happened to me before during my work career. I am highly embarrassed and regretful. I should have double-checked before sending the quotation.

I have approached the management of ABC Limited and communicated about my mistake. I have also sent the latest updated quotation to them. They were very understanding and cooperative and have accepted the new quotation.

I hope that you will accept my apology. I ensure you that such a mistake will never be repeated.

Thank you.

Regards,

Silvia Stephen.