

Apology letter to a client [delete this title]

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

Please accept our humble apologies with regard to [enter issue]. We have always tried to provide the best of services dear client. This inconvenience that you faced was only a rare happening and being our old client, you know well about our services that are never below the mark. After looking into the matter thoroughly, I have figured out that you had to face inconvenience due to [enter responsible staff/reasons] for which the company is no doubt responsible. I hereby accept it and seek an apology from you.

In order to compensate, we have decided to [pay back, give special price sales etc.]. Along with that, I assure you that you'll not have to face the same issue again in future. Let us please continue to strengthen our relationship as a client and server. Thank you!

Sincerely,

[You're Name]

[Senders Title] -Optional-