Apology Letter for Providing Incorrect Information

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I beg your pardon of disappointing you by providing the incorrect information as I didn't do it purposely. I can know that how much difficulty you have faced because of my mistake. I am really sorry for the mistake I have made. I can assure you it would not happen again. It is very important for me to get back your trust and I will try my level best to regain your trust and confidence on me.

Sincerely,

[Your Name]

[Senders Title] -Optional-