

Apology Letter for a Mistake

[Sender Name]

[Company Name]

[Date]

[Recipient Name]

[Address]

Dear [Name],

I feel very sorry for sending the wrong invoice to the customer [name]. I am sure my mistake might have caused a lot of problems for you and the accounts department as well. I should have been more careful and this was a mistake that was not expected from an experienced person like me. I would like to sincerely apologize for my mistake and I would take necessary steps to rectify it.

My job requires a lot of diligence which I have tried to maintain in every possible situation. My negligent behavior caused this problem and as soon as I realized my mistake, I consulted my supervisor so as to advise me the best possible way to deal with the situation.

I will make sure to be keener when sending invoices to the customers. I want to assure you that I will try my best to avoid such mistakes in the future. I really enjoy my job and make every effort to give my best. I hope you will accept my apology and overlook my mistakes.

Sincerely,

[Senders Name]