

Apology Letter Outline for Mistake

1. Greeting

- Address the recipient appropriately (e.g., Dear [Name],)

2. Opening Statement of Apology

- Clearly state that you are sorry and mention the specific mistake.

3. Explanation

- Briefly explain how or why the mistake happened, if appropriate. Avoid making excuses.

4. Responsibility

- Acknowledge your responsibility and express understanding of the impact.

5. Corrective Actions

- Describe what steps you are taking (or have taken) to fix the mistake and prevent it from happening again.

6. Offer to Resolve

- Express willingness to make amends or further discuss solutions.

7. Closing Statement

- Restate your apology and appreciation for the recipient's understanding.

8. Signature

- Close with a polite sign-off (e.g., Sincerely, [Your Name])