

«Company»
100 Main Street
Suite 14-B
Anytown, U.S.A. 07945
«CPhone»

2/4/23

Marvin Acme
Acme Sales, Inc.
100 Main Street
Add2
Toontown, USA «ZIP1»

Dear Marv:

Please accept my sincere apology, on behalf of «Company» for the difficulties we've caused you. We've made a sincere effort to address your problem, and we hope that you find the resolution satisfactory. Please contact me directly if you have any remaining issues or questions; it's important to me that your concerns are fully addressed.

Sincerely,