

Apology Letter for Typographical Error

To,
The manager,
[Company Name],
[Address]

[Date]

Sub: Apology for typographical error.

Dear [Recipients Name],

We apologize for the inconvenience and any confusion caused by a typo on yesterday's flyers. The premium gold club set is now discounted to \$200 instead of \$20, which is still an amazing price! So please drop by our stores to take advantage of this great deal!

Sincerely,

[Name]

[Signature]