

Sample Business Apology Letter, complete Apology letters example.

This type of business apology letter would probably be addressed to customer clients, prospective business clients, associate partners, or even professional ones. This would signify the purpose for regret, any reasonable valid reasons, any compensation like discounts or rebates etc to be briefed up in a polite manner.

Mr. Kartik Shetty

LMC Associates

37/A, Hiranandani Gardens

Powai Lake Road

7th September, 2011

Subject: **Apology Letter**

Dear Mr. Shetty,

In relation to the subject, we at PQC associates would on professional terms and our business principles, kindly apologize to have been unable to complete the consignment as per the stipulated time frame on contractual basis. On account of this indecent performance, on behalf of the goodwill and reputation of the firm, we would like to compensate for your damages beared by you if any to avoid any spoilage of business dealings and prospective transactions.

Having understood the inconvenience caused to you, we regret beyond the limitless expressions and also assure in good positive faith.

Further we once again kindly request you to overlook us for the last time and also make us aware without any hesitations for our any of the unintentional default on our part in the future.

Thanking You

Yours Sincerely

For PQC Associates