**Sample Apology Letter to Employee for Accounts Department**

From:

Bob Smith

54, Richmond Street

California

Date: October 30, 2021

To,

Mr. Zen Reynolds

Accounts Manager

Zenith Technologies

California

Sub: Apology letter for accounting mistake

Dear Mr. Zen,

I, Bob Smith, employee ID 5487, am working as Marketing Executive in your esteem organization. I am writing this letter to submit my sincere apologies for the error that has occurred in the bills that I had submitted.

As per the bills, I am entitled for a reimbursement of $128 for the tour to New York city in the month of September 2021 but by mistake, the amount that has been submitted in the papers is $218. I would like to mention that this is because of the typing error that the digits got swapped and the wrong figure got submitted.

I have attached the revised form for reimbursement with the letter. I will make sure that such kind of mistake does not get repeated as I will be double checking any document submitted for reimbursement to the department.

I hope you will understand the situation and will have the request processed. I apologize for the trouble caused to you.

Thanking you for your patience and consideration.

Regards,

Bob Smith