[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write in bold letters. It must explain the purpose of the letter]**

Dear Mr. / Mrs. [Name of the Recipient],

I would like to inform you that the email you received from me on [mention Date] under the subject line [mention Subject line] was sent to you by mistake. It was actually meant for another client of our company however I sent it to you erroneously. So, it is requested that kindly ignore that email.

Thanks a lot!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]