[Name of Recipient]

[Address of Recipient]

Date:

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

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

Please accept our apology for sending the wrong size T-Shirt to you. We are terribly sorry for this inconvenience. I hope you can understand that such type of errors occur rarely and are caused due to some mistake or confusion. As soon as we got to know about the mistake, we have just sent you a brand new correct piece.

Please confirm with us when you receive the product. Again, we are extremely sorry for this terrible mistake and we apologize to you once again.

Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]