[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 am writing this letter to point out an error we made in our quotation that we presented to you for renovating your office. Please accept our sincerest apologies for that. The quotation does not include the price of the wallpaper and curtains on the main entrance.

So, an additional amount of [mention Amount] will be added in the current price given in the quotation. Again, we are very sorry for this mistake. Hopefully, you can understand that it was merely an oversight and was not something done intentionally.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]