[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],

On the summer sales flyers we distributed on Tuesday 12th June, it was said that the sales will be for the month of July. However, due to a mistake, it could not be mentioned that the summer sales will be for the month of July and August.

I am extremely sorry for this but you can understand that it was something that was not done on purpose. Despite that, it is great news for you, isn’t it? So, don’t forget to take advantage of the upcoming summer sales.

Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]