

Business Apology Letter

To,

Managing Director
Global Systems Software
Goa
28th December, 2006.

Dear Sir,

On behalf of (Hotel Sea View), kindly accept our sincere apologies for not (giving you the high standard of hospitality which is the general norm of our hotel). We sincerely regret the inconvenience caused to you because of this.

As a gesture of good will, kindly accept a (free stay for two days). I am sure you would overlook the mistake on our part this time and would continue your business association with us.

We reassure you of our co-operation and look forward to a more positive association with you in the future.

Thanking You,
Sincerely,
Keshav Sen