

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Explanation for Communication Failure

I hope this letter finds you well. I am writing to address and clarify the recent communication failure that occurred on [specific date]. Unfortunately, due to [briefly explain the reason for the communication failure, e.g., technical issues, scheduling conflicts, etc.], we were unable to communicate effectively. I understand the importance of timely and clear communication, and I sincerely apologize for any inconvenience this may have caused.

To prevent similar occurrences in the future, I have taken the following measures:

1. [Describe measure 1]
2. [Describe measure 2]
3. [Describe measure 3]

I value our relationship and appreciate your understanding in this matter. If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Position]