

Subject: Apology for Miscommunication

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent miscommunication regarding [specific issue or topic].

It appears that there was a misunderstanding concerning [details of the miscommunication]. I sincerely apologize for any confusion it may have caused.

To clarify, [provide clear and correct information]. Moving forward, I will ensure that our communication is clearer to avoid similar occurrences in the future.

Thank you for your understanding. Please let me know if you have any further questions or need additional clarification.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]