

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the misunderstanding that occurred on [specific date or occasion]. I regret any confusion that my actions or words may have caused. It was never my intention to [explain the misunderstanding briefly], and I understand how it may have affected you.

Please know that I value our [relationship/friendship/working relationship] and appreciate your understanding as we move past this. I am committed to ensuring that such misunderstandings do not happen again in the future.

Thank you for your patience and for allowing me the opportunity to clarify the situation. I look forward to continuing our [relationship/work together].

Sincerely,  
[Your Name]