

Dear [Colleague's Name],

I hope this message finds you well. I am writing to acknowledge the concerns you raised regarding [specific issue or incident]. I understand how this has impacted our work and your experience.

Please accept my sincere apologies for any oversight on my part. It was never my intention to cause any inconvenience or discomfort. I appreciate your patience and understanding as we navigate this situation together.

Moving forward, I will ensure better communication and collaboration to prevent similar occurrences. Thank you for bringing this to my attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]