

Dear [Coworker's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere understanding and apology regarding [specific situation or incident]. I realize that my actions might have caused you discomfort, and I truly regret that.

It was never my intention to create any misunderstandings or to upset you. I value our working relationship and the collaborative spirit we share. I've taken some time to reflect on the situation, and I understand how my behavior may have been perceived.

Please know that I am committed to improving our communication and ensuring that this does not happen again in the future. Your perspective is important to me, and I appreciate the hard work and dedication you bring to our team.

Thank you for your understanding and patience with me. I hope we can move forward positively and continue to support each other in our roles.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]