

Letter of Regret for Miscommunication

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the miscommunication regarding our policy on [specific policy]. It has come to my attention that the information provided may have caused confusion and inconvenience.

We understand the importance of clear communication, and we deeply regret any misunderstanding that may have arisen from our previous correspondence. Our intention is to ensure that all our policies are transparent and easily understood.

To clarify, [provide clear explanation of the correct policy]. We are committed to making sure that you have all the accurate information moving forward.

Thank you for your understanding and patience as we work to rectify this issue. Should you have any further questions or need additional clarification, please do not hesitate to reach out to me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]