

Subject: Acknowledgment of Email

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge receipt of your email dated [Date of the Email]. Upon reflection, I realize that the tone and content of my previous message may not have met the professional standards we strive to uphold.

I sincerely apologize for any misunderstanding or discomfort my email may have caused. It was not my intention to come across as unprofessional or disrespectful.

I appreciate your understanding, and I will ensure that our future communications uphold the standard of professionalism that you deserve.

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]