

Letter of Explanation for Unprofessional Email Behavior

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Explanation of Recent Email Behavior

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent email correspondence that may have come across as unprofessional. I sincerely apologize for any discomfort or confusion my previous messages may have caused.

Upon reflection, I recognize that my tone may not have conveyed the respect and professionalism that I strive to maintain in our communications. I take full responsibility for this oversight and assure you that it was not my intention to be disrespectful.

Moving forward, I will be more mindful of my wording and the impact it can have on our professional relationship. I value our collaboration and am committed to fostering a respectful and productive environment.

Thank you for your understanding. If you have any further concerns or feedback, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]