

Subject: Request for Forgiveness

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent miscommunication that occurred in our email correspondence on [specific date].

It was never my intention to cause any confusion or misunderstanding, and I truly regret any inconvenience this may have caused you.

I value our relationship and take full responsibility for the oversight. I assure you that I will take steps to ensure clearer communication in the future.

Thank you for your understanding, and I hope to resolve any lingering issues.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]