

Letter of Understanding

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Understanding Regarding Email Communication

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a matter that has been on my mind regarding our recent email correspondence. It has come to my attention that some of the tones used in our communications may not have been as professional as we both would like.

Effective communication is essential for the success of our work, and I believe it is important for both of us to maintain a respectful and constructive tone in all interactions. I value our professional relationship and am committed to ensuring our future communications reflect this mutual respect.

Please let me know if you would like to discuss this further. I appreciate your understanding and look forward to continuing our collaboration in a positive manner.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]