

Acknowledgment of Communication Tone

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Communication Tone

Dear [Recipient's Name],

I hope this message finds you well. I would like to take a moment to address a matter that has come to my attention regarding our recent communication.

It has been brought to my notice that the tone of voice used during our conversation was perceived as harsh. I want to acknowledge this concern and express my sincere apologies if my words or manner came across as disrespectful or dismissive.

Open and constructive communication is important to me, and I value our relationship. I appreciate your feedback and want to ensure that our future interactions are positive and respectful.

Thank you for your understanding, and I look forward to continuing our dialogue in a more constructive manner.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]