

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to sincerely apologize for the misunderstanding that occurred regarding the instructions for [specific task or project]. I realize that my misinterpretation may have caused confusion and affected the workflow of our team. This was not my intention, and I take full responsibility for the oversight.

After reflecting on the situation, I understand the importance of seeking clarification when instructions are not fully clear. I appreciate your guidance and support in this matter, and I assure you that I will take extra measures to communicate effectively moving forward.

Thank you for your understanding and patience. I value the opportunity to learn from this mistake and improve my performance within the team.

Sincerely,

[Your Name]

[Your Job Title]