

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

[Company Name]

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent communication regarding [specific incident or project]. I understand that my lack of clarity may have caused confusion and frustration among team members.

Effective communication is essential to our success, and I take full responsibility for not ensuring that my messages were clear and timely. I regret any inconvenience this may have caused you or the team.

Moving forward, I am committed to improving my communication skills and ensuring that I provide the necessary information in a clearer manner. Please feel free to reach out to me if you have any concerns or suggestions on how I can improve.

Thank you for your understanding, and I appreciate your support as I work on enhancing my communication.

Sincerely,

[Your Name]