

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for the miscommunication that occurred regarding [specific situation or project]. I understand that my oversight may have caused confusion and inconvenience for you.

Please know that it was never my intention to create any misunderstandings. I value our working relationship and recognize the importance of clear communication. Moving forward, I will ensure to be more diligent in conveying information accurately.

Thank you for your understanding and patience in this matter. I appreciate your professionalism and support. If there's anything I can do to rectify the situation, please feel free to let me know.

Best regards,
[Your Name]
[Your Position]