

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for the misunderstanding that occurred [mention the specific situation]. I realize that my words/actions may have caused confusion, and I deeply regret any distress this may have caused you.

It was never my intention to create any negativity or discomfort in our working relationship. I value your contributions and appreciate your collaboration on our projects.

Moving forward, I am committed to improving our communication and ensuring that such misunderstandings do not happen again. Please let me know if you would like to discuss this further.

Thank you for your understanding and patience. I look forward to continuing to work together.

Sincerely,

[Your Name]

[Your Position]