

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Boss's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Boss's Name],

I am writing to sincerely apologize for the misunderstanding that occurred regarding [briefly describe the issue or misunderstanding]. I realize that my actions may have caused confusion and disrupted our workflow, and for that, I am truly sorry.

It was never my intention to create any difficulties, and I take full responsibility for the miscommunication. I value our working relationship and appreciate your continued support and guidance.

Moving forward, I will ensure that I communicate more effectively and seek clarification whenever necessary to prevent any future misunderstandings.

Thank you for your understanding and patience in this matter. I am committed to making amends and contributing positively to our team.

Sincerely,
[Your Name]