

Letter of Explanation for Misunderstanding

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Institution]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent misunderstanding that occurred on [specific date or occasion]. It has come to my attention that [briefly describe the misunderstanding].

I want to clarify that [provide explanation or context to the misunderstanding]. It was never my intention to [describe any negative impact caused by the misunderstanding].

I appreciate your understanding and patience regarding this matter. Moving forward, I believe that [suggest how to prevent similar misunderstandings in the future].

Thank you for your attention to this matter, and I look forward to resolving any lingering concerns.

Sincerely,
[Your Name]