

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere regret for the miscommunication that occurred regarding [specific issue or topic]. I understand that my previous message may have caused confusion and I truly apologize for any inconvenience this may have created.

It was never my intention to lead to any misunderstanding, and I appreciate your patience as we work to clarify the matter. I value our relationship and am committed to ensuring clear and effective communication moving forward.

Thank you for your understanding. Please feel free to reach out if you have any further questions or concerns.

Sincerely,
[Your Name]