

# Letter of Apology

Date: [Insert Date]

[Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for the miscommunication that occurred regarding [specific issue or project]. I value our working relationship and regret any confusion or inconvenience this may have caused you.

It was never my intention to create any misunderstanding, and I take full responsibility for the oversight. I appreciate your patience as we work through this matter, and I assure you that we are taking steps to ensure clearer communication in the future.

If you have any further questions or concerns, please do not hesitate to reach out. I am here to assist you and ensure that we can move forward smoothly.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]