

## **Subject: Apology for Miscommunication**

Dear Team,

I hope this message finds you all well. I wanted to take a moment to address a recent miscommunication that occurred during our project discussions. I understand that the information I provided may have caused some confusion, and for that, I sincerely apologize.

It was never my intention to create any misunderstandings, and I appreciate your patience and professionalism as we navigate these challenges together. Clear communication is essential for our success, and I am committed to ensuring that we all remain on the same page moving forward.

If there are any lingering questions or concerns, please feel free to reach out to me directly. I value each of you and our collaboration as a team.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]