

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt regret over the misunderstanding that occurred during our recent meeting on [Date of Meeting]. I realize that my comments may have been perceived as dismissive and that this was not my intention.

Upon reflection, I understand how my words could have created confusion and I sincerely apologize for any discomfort caused. I truly value our professional relationship and appreciate the insights you bring to our team.

Moving forward, I am committed to ensuring our communication is clear and constructive. I hope we can put this misunderstanding behind us and continue to work collaboratively.

Thank you for your understanding.

Sincerely,

[Your Name]