

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the confusion that arose due to our recent communication regarding [specific topic or situation]. It was not my intention to create any misunderstanding.

I understand how important clarity is in our correspondence, and I take full responsibility for any ambiguity that may have occurred. To avoid any further confusion, I would like to clarify my previous statements and ensure that we are on the same page moving forward.

Thank you for your understanding in this matter. I value our relationship and appreciate your patience as we work through this issue together.

Please feel free to reach out if you have any further questions or concerns. I am here to assist you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]