

## **Subject: Apology for Oversight in Communication**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my oversight in our recent communication regarding [specific issue or project]. I understand that my lack of [specific information or action] may have caused confusion and inconvenience.

Upon reflection, I realize the importance of ensuring clear and timely communication and regret that I fell short in this instance. I take full responsibility for any disruption this may have caused to your work and our team dynamics.

To rectify the situation, I have taken the following steps: [list any corrective actions or improvements you plan to implement]. I am committed to ensuring that this does not happen again and will strive to maintain clearer communication going forward.

Thank you for your understanding and patience in this matter. I value our working relationship and appreciate your support as we move forward.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]