

Dear [Team Member's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent communication breakdown between us regarding [specific issue or project]. I recognize that this has caused confusion and may have impacted your work.

It was never my intention to overlook our lines of communication, and I take full responsibility for the oversight. I value your contributions to the team and understand how important effective communication is for our success.

To prevent this from happening in the future, I will ensure that we have consistent check-ins and open dialogues moving forward. Your feedback is important to me, and I would appreciate any suggestions you may have to improve our collaboration.

Thank you for your understanding, and I look forward to working together more effectively in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]