

Dear [Colleague's Name],

I hope this message finds you well. I am writing to sincerely apologize for the misunderstanding that occurred regarding [specific issue or topic]. It was never my intention to create any confusion or distress.

Upon reflecting on our conversation, I realize that my words may have been misinterpreted, and I genuinely regret any frustration this may have caused you. I value our working relationship and am committed to ensuring clear communication moving forward.

Thank you for your understanding, and I appreciate your patience in this matter. Please let me know if there's anything I can do to make amends.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]