

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge the recent misunderstanding regarding [specific issue or situation].

I value our professional relationship and would like to clarify the details surrounding this matter to ensure we are on the same page moving forward. I believe there was a miscommunication regarding [briefly describe the misunderstanding].

I appreciate your understanding and patience regarding this issue. It is important to me that we resolve this situation amicably. Please let me know a convenient time for us to discuss this further.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]