

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the unintentional omission of certain facts in my previous correspondence. It was never my intention to mislead or cause any confusion.

Upon reviewing our discussion, I realized that I failed to mention [insert specific facts or details]. I acknowledge that this oversight may have affected your understanding, and I am truly sorry for any inconvenience it may have caused.

To clarify, [provide the necessary information or corrections]. I appreciate your patience and understanding in this matter.

Please feel free to reach out should you have any further questions or require additional information. Thank you for your understanding.

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