

# Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the oversight in our recent communication regarding [specific topic or project]. I realize that I mistakenly excluded some vital information that may have affected your understanding of the matter.

Please allow me to clarify [briefly explain the omitted information]. I understand how important this information is for your decision-making process, and I regret any confusion it may have caused.

Moving forward, I assure you that I will be more diligent in ensuring that all necessary information is included in our discussions. Thank you for your understanding and patience regarding this matter.

Once again, I apologize for any inconvenience this may have caused and appreciate your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]