

Informal Apology Letter Sample for Misunderstanding

Hi [Recipient's Name],

I hope you're doing well. I wanted to take a moment to reach out and sincerely apologize for the misunderstanding that happened between us. It was never my intention to cause any confusion or upset, and I truly regret if my words or actions led to any discomfort.

Sometimes things get misinterpreted, and I realize I should have communicated more clearly. I really value our relationship and would hate for any miscommunication to come between us. If there's anything else I can do to clarify, please let me know-I'm more than happy to talk things through.

Again, I'm really sorry for the mix-up. Thank you for understanding, and I hope we can put this behind us and move forward with a clear understanding.

Take care,

[Your Name]