

Date: [Insert Date]

Dear [Team Member's Name],

I am writing to sincerely apologize for the miscommunication that occurred between us regarding [briefly describe the issue or project/situation]. I understand that this may have caused confusion and potentially impacted your work, and I want you to know that this was never my intention.

Clear and effective communication is essential for our team's success, and I regret that my actions or words may not have conveyed the information as accurately or completely as needed. I take full responsibility for any misunderstandings and the inconvenience it may have caused you.

Moving forward, I will make a conscious effort to communicate more clearly and ensure that important details are shared in a timely manner. If you have any feedback or suggestions on how we can improve our collaboration, please feel free to share them; I am open to any ideas that help us work better together.

Once again, I apologize for any frustration or confusion resulting from this situation. Thank you for your understanding and for your continued professionalism as we move ahead.

Sincerely,

[Your Name]

[Your Position/Department]