

Sample Apology Letter to Boss for Unclear Email Communication

Date: [Insert Date]

Dear [Boss's Name],

I want to sincerely apologize for any confusion my previous email may have caused. Upon reviewing my message, I realize that the information I provided was not as clear as it should have been, and I understand this may have led to misunderstandings regarding [briefly specify the subject or project].

I take full responsibility for any inconvenience this may have caused. My intention was to communicate [clarify the intended message or information], but I regret that my wording did not accurately convey this. Please allow me to provide clarification: [Insert brief, clear explanation of the intended information].

I appreciate your patience and understanding as I work to improve the clarity and effectiveness of my written communications. Going forward, I will take greater care to ensure my messages are concise and easily understood to prevent similar issues.

Thank you for bringing this to my attention. If there is any additional information you need or any further steps I can take to rectify the situation, please let me know.

Sincerely,
[Your Name]