

Date: [Insert Date]

Dear [Client's Name],

I am writing to personally apologize for any confusion or inconvenience caused by our recent email correspondence. It has come to my attention that there was a miscommunication in our previous exchanges, and I sincerely regret any misunderstanding this may have caused.

Please let me clarify [briefly mention the specific point(s) of miscommunication, if applicable]. My intention was to [state intended message or information], and I realize that my earlier email may not have conveyed this clearly.

At [Your Company Name], we greatly value transparent and effective communication with our clients. Please be assured that I am committed to ensuring clarity going forward and am more than willing to answer any further questions you may have.

Thank you for your understanding and patience. I appreciate the opportunity to work together and I look forward to building a strong business relationship based on trust and clear communication.

Should you need any further clarification, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]