

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position/Title]

[Client's Company Name]

[Client's Address Line 1]

[Client's Address Line 2]

Dear [Client's Name],

I am writing on behalf of [Your Company/Department Name] to formally apologize for the miscommunication that occurred during our recent meeting on [date of meeting]. We recognize that this misunderstanding may have led to confusion regarding [specific topic or issue discussed] and sincerely regret any inconvenience this may have caused you and your team.

Please be assured that we take full responsibility for the lack of clarity and that it was never our intention to cause any uncertainty or disruption to your operations. Clear and effective communication is a cornerstone of our professional relationship, and I sincerely regret that we fell short in this instance.

To address and rectify this situation, we have taken the following steps:

- Reviewed and clarified the key discussion points from the meeting and attached a summary for your reference.
- Designated a single point of contact to streamline communication moving forward.
- Scheduled a follow-up meeting on [proposed date] to answer any questions and ensure full alignment.

We greatly value your trust and partnership, and are committed to preventing similar issues in the future. Please do not hesitate to reach out if you have any further questions or need additional clarifications. We appreciate your understanding and the opportunity to continue working together.

Once again, I apologize for any disruption this may have caused, and thank you for your patience and cooperation as we move forward.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]