

Date: [Insert Date]

To: [Coworker's Name]
[Coworker's Position]
[Department/Company Name]

Dear [Coworker's Name],

I am writing to formally apologize for any confusion or inconvenience caused by the unclear instructions I recently provided regarding [briefly describe the task, project, or situation]. I understand that my communication may have led to misunderstanding, and I regret any difficulty or frustration this may have caused you.

Upon reviewing our correspondence, I realize that my guidance may not have been as precise as it should have been, which may have impacted your ability to complete the task efficiently. Please accept my sincere apologies for any challenges this has created in your workflow.

To clarify, the intended instructions were as follows:

[Insert clear, step-by-step instructions or explanation here]

I appreciate your patience and professionalism in handling this situation. Moving forward, I am committed to providing clearer, more detailed communication to support our teamwork and ensure that expectations are properly aligned. Please feel free to ask for clarification at any time—I value your insights and want to avoid similar issues in the future.

Thank you for your understanding and continued collaboration. If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Position]
[Department/Company Name]