

Subject: Apology for Misunderstanding Project Deadlines

Dear [Recipient's Name],

I am writing to sincerely apologize for the misunderstanding regarding our project deadlines. It has come to my attention that there was a miscommunication, which unfortunately led to delays and may have caused inconvenience to you and the team.

I regret any disruption this may have caused in your planning or workflow. To clarify, the correct project deadlines are as follows:

- Milestone 1: [Correct Date]
- Milestone 2: [Correct Date]
- Final Submission: [Correct Date]

Please let me know if these align with your expectations, or if there are any necessary adjustments.

I want to reassure you of my commitment to the project, and I am dedicated to adhering to these timelines moving forward. To prevent any further miscommunication, I will ensure transparent and consistent updates throughout the remainder of this project.

Once again, I apologize for any inconvenience this confusion may have caused, and I appreciate your patience and understanding. Please feel free to reach out if you'd like to discuss this further.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]