

Apology Letter for Miscommunication in Email with Client

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent miscommunication that occurred in our email correspondence dated [Date of Previous Email]. Upon review, I realized that my message may have caused some confusion regarding [briefly explain the specific issue or point of confusion].

Please accept my sincerest apologies for any inconvenience or misunderstanding this may have caused. It is always our goal to provide clear and accurate communication, and I regret that we fell short of those expectations during this instance.

To clarify, [provide the correct information or clarification here]. I appreciate your patience and understanding as we resolve this matter.

Moving forward, I will take extra care to ensure our communications are clear and precise. If you have any further questions or if there is anything I can do to assist you, please do not hesitate to let me know.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]