

Date: [Insert Date]

Dear [Boss's Name],

I am writing this letter to sincerely apologize for any miscommunication or misunderstanding that may have arisen recently due to language barriers. I understand that clear and effective communication is essential for our work, and I regret any confusion my words or actions may have caused.

My intent in all our interactions is to collaborate efficiently and support our shared goals. I realize that at times, my command of the language may not have been sufficient to fully express my thoughts or intentions, which could have contributed to misunderstandings.

Please know that it was never my intention to cause any confusion or inconvenience. I am committed to improving my communication skills and will make every effort to clarify and confirm information moving forward. I truly appreciate your patience and understanding as I work to overcome these challenges.

Thank you for your guidance and support. If there are any specific matters from our previous communications that need further clarification, please let me know and I will do my best to address them promptly.

Once again, I apologize for any inconvenience this may have caused, and I am dedicated to maintaining an open and effective dialogue. Thank you for your understanding.

Sincerely,  
[Your Name]