

Professional workplace miscommunication apology

Subject: Apology for Miscommunication Regarding [Project/Issue]

Dear [Recipient's Name],

I am writing to sincerely apologize for the miscommunication that occurred regarding [specific issue/project]. I take full responsibility for the confusion that arose from my unclear instructions/information on [date].

Upon reflection, I realize that my message about [specific details] was ambiguous and led to [describe the consequences]. This was entirely my fault, and I should have been more precise in my communication.

To prevent such issues in the future, I will ensure that all my communications include clear action items, deadlines, and specific requirements. I have also scheduled a brief meeting with the team to clarify any remaining questions and establish better communication protocols moving forward.

I deeply regret any inconvenience this may have caused you and the team. Your professionalism in handling this situation is greatly appreciated, and I am committed to improving my communication practices.

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Title]

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