

# Official school miscommunication apology

Subject: Important Clarification and Apology Regarding Academic Schedule

Dear Parents and Students,

The administration wishes to formally apologize for the miscommunication regarding next week's academic schedule that was distributed in yesterday's newsletter.

Due to an error in our communication process, incorrect information was provided about exam dates and classroom assignments. We understand that this confusion may have caused significant stress and inconvenience for both students and families attempting to prepare and make arrangements.

The correct information is as follows:

- Final examinations will begin on [correct date], not [incorrect date] as previously stated
- All students should report to their regular homeroom assignments
- The modified schedule will be distributed via email and posted on our website by [specific time]

We sincerely apologize for any anxiety or disruption this error has caused. Moving forward, we are implementing a two-person verification process for all mass communications to prevent similar errors.

If you have any questions or concerns, please do not hesitate to contact the main office.

Respectfully,

[Administrator Name]

[Title]

[School Name]

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