

Quick apology message for misunderstanding with colleague

Subject: My Apologies for the Misunderstanding

Hi [Colleague's Name],

I just want to apologize quickly for the misunderstanding earlier today. I realize I might have misinterpreted what you were saying, and I don't want it to cause any tension between us.

Let's clear things up and move forward—I really value working with you.

Best,

[Your Name]

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