

Serious apology letter for misunderstanding in team project

Subject: Apology for the Miscommunication

Dear Team,

I owe you all an apology for the misunderstanding regarding [specific project detail]. I realize my communication may have been unclear, and it led to confusion about expectations and deadlines. That was not fair to any of you, and I take full responsibility.

Moving forward, I will ensure that I communicate with more precision and confirm mutual understanding before proceeding. Your hard work and time are valuable, and I never want to cause unnecessary delays again.

Thank you for your cooperation and professionalism.

Regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/apology-letter-for-misunderstanding>