

Casual, informal apology email for miscommunication

Subject: Oops! Sorry About the Confusion

Hi [Recipient Name],

I just wanted to reach out and apologize for the mix-up regarding [specific situation]. It seems there was some miscommunication on our end, and I understand how this may have caused confusion. We've clarified the issue and are making sure it doesn't happen again. Thanks so much for your patience, and please let me know if there's anything I can do to fix things.

Best,

[Your Name]

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