

Apology Email for Business Miscommunication

Subject: Apology for the Miscommunication

Dear [Recipient Name],

I would like to sincerely apologize for the recent miscommunication regarding [specific issue]. We understand the inconvenience this may have caused and are committed to resolving it promptly. We have taken immediate steps to ensure that similar issues do not occur in the future and appreciate your understanding and patience.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

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