

# Professional Sorry Letter to a Colleague

Subject: Apology for Misunderstanding

Dear [Colleague's Name],

I would like to apologize for the misunderstanding that occurred during [project/meeting]. I

acknowledge my part in the miscommunication and any inconvenience it caused.

I value our professional relationship and hope this incident does not affect our teamwork. I am committed to ensuring better communication in the future.

Best regards,

[Your Name]

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