

## **Professional Apology Letter for Misunderstanding**

From:

[Sender's Name]

[Phone Number]

[E-mail]

[Date]

To,

[Receiver's Name]

[Designation], [Company Name]

[Address]

Subject: Apology for Misunderstanding

Dear Mr. [Receiver's Name],

I'd want to offer my apologies for the mix-up that occurred in yesterday's meeting. I'm aware that last night's event has wounded you greatly, and my actions have fuelled a lot of misconception between us. I'd like to notify you that I was not aware you were a member of the marketing research team that conducted the major study, which is why I didn't include your name in my presentation since I was not working for the firm at that time and was unaware of it.

I apologize for my conduct since I neglected to obtain full knowledge on the subject. In order to compensate for the misunderstanding and confusion that has resulted, I've decided to provide a new and improved presentation at our next meeting in order to make amends.

I'd want to extend my personal apologies for the unpleasant experience you had during our communication. I am confident that you will accept my apologies and that this misunderstanding will not jeopardize our professional relationship.

Yours sincerely,

(Your name)