

Ladies and Gentlemen,

I hope this message finds you well. I am writing to address a misunderstanding that arose during our recent conference. It has come to my attention that there may have been some miscommunication during my presentation that could have led to confusion.

Please allow me to sincerely apologize for any inconvenience this may have caused. It was certainly not my intention to create any ambiguity, and I am committed to ensuring clarity in all our interactions moving forward.

I am grateful for the opportunity to clarify any points of confusion and am available to discuss any concerns or questions you might have. Your understanding and patience in this matter are greatly appreciated.

Thank you for your continued support and collaboration.

Warm regards,

[Your Name]