

Ladies and Gentlemen,

I hope this message finds you well. I wanted to take a moment to address a situation from our recent negotiations where there was a misunderstanding that may have caused some concerns.

Firstly, I would like to sincerely apologize for any confusion or frustration that this misunderstanding may have caused. It was never my intention for this to occur, and I deeply regret any inconvenience this may have led to.

In the spirit of moving forward positively, I am fully committed to ensuring clearer communication going forward. I value the relationship we have built, and I believe that by working together, we can find a solution that benefits everyone involved.

Thank you for your understanding and patience. I look forward to continuing our discussions in a more aligned and collaborative manner.

Warm regards,

[Your Name]