

Dear [Colleague's Name],

I hope this message finds you well. I am writing to sincerely apologize for the misunderstanding that occurred during our recent project meeting. It was never my intention to create any confusion, and I am truly sorry for any inconvenience it may have caused you.

I value our collaboration and the open communication we have always maintained. I can understand how this has impacted our work, and I am committed to ensuring it does not happen again. Please let me know if there's anything specific I can do to rectify the situation or assist you further.

Thank you for your understanding and patience. I appreciate your support and am keen to keep working positively together.

Warm regards,

[Your Name]