**Apology Company Management for Misunderstanding Example**

From,

Andy Jacob

Marketing Executive

Zenith Technologies

London

Date: November 03, 2021

To,

Mr. Arthur Joseph

Marketing Manager

Zenith Technologies

London

Sub: Apology for misunderstanding

Dear Sir,

I would like to submit my sincere apologies for the confusion that took place in yesterday’s meeting. I am aware that yesterday’s episode has really hurt you and my actions have caused a lot of misunderstanding between us. I would like to bring to your notice that I was not aware that you were also a part of the marketing research team that undertook the main research and that’s the reason I did not include your name in the presentation as I was not employed with the organization at that time and was not informed of the same.

I sincerely apologize for my actions as it was also a flaw at my end to not gather complete information. And in order to compensate for the misunderstanding and chaos that has happened, I have decided to create a fresh and revised presentation for the same that I will be exhibiting in our next meeting.

I am hopeful that you will accept my apologies and will not let this misunderstanding affect our professional association.

Sincerely,

Andy Jacob

Marketing Executive

Zenith Technologies