Eric Dane  
Manager at ABC Company

Dated: 28th February 20XX

Subject: Apology for misunderstanding

Respected Sir,

I am writing this letter to apologize for my confusing behavior in yesterday's meeting. I understand it caused a lot of misunderstanding between us but kindly know that I never intended to belittle you in any way possible. I was working on a project [X] which was being discussed during the meeting, but I had to leave it for a business trip to Germany. I thought the project was delayed but to my surprise, it has progressed very well. I was not aware of the ongoing status of the project which became the reason behind our misunderstanding at the meeting room.

I humbly apologize as it was my responsibility to follow up on the project from my team and then discuss it at the meeting. I regret to jump to various conclusions and question your design which is nothing but wonderful related to the project’s status.

To compensate for my odd behavior, I have decided to spend an extra hour on the project to catch up on its progress. I sincerely hope that yesterday’s misunderstanding will not affect our professional relationship.

Regards,

Patrick Dempsey  
Assistant Manager