**Date:**

**To**

**[The Recipient]  
[Designation]**

**Subject: Explanation for misunderstanding in [X]**

Dear Sir, I am writing you to explain the circumstances which led to the misunderstanding between us. I sincerely apologize for causing inconvenience for you which was not my intention at all.

In last weekend's meeting, you were instructing me about the exact sequence of the projects to be completed. However, I took it in another way and misunderstood the concept. As per your directions, we had to move forward with the California project, putting the Platinum project on the waiting list which was of secondary importance. Unfortunately, I misunderstood the directions and worked in contrast to your instructions.

I realize that my work has caused you a great form of distress. It was my responsibility to ask you for clarification in case of ambiguity. I take full responsibility for the matter and held myself accountable for misunderstanding.

Feeling the sensitivity of the matter, I have talked to the head of the Platinum project and instructed him to delay it immediately. On the other hand, the California project has been started and I am working overtime to complete it within the minimum possible time. I hope these steps are enough to prove me a loyal employee of your company and I will show it through my performance.

Please let me know anything I can do to win your trust again.

Regards,

Johnson