Receiver’s Name,  
Address,  
Contact Number

Date:

Dear (Mr. Mrs. Ms. Last Name),

I would like to bring to your notice the misunderstanding that has occurred between us yesterday during the meeting. I did not intentionally want to cause you any distress. I know that this misunderstanding has caused some tension.

I know that my words have left you in confusion. I was not understanding what you were trying to explain at the time. It was my fault that I did not ask for any clarification. I take all responsibility and have learned my lesson. I will try and prevent this from occurring again.

I hope you will accept my apology.

Sincerely,

Your Name