Citing Personal Communications in APA 7th Ed.  
Letters, memos, lectures, email, interviews, and telephone conversations

Personal communications don’t need to appear in the Reference list because they can’t be found anywhere else, but they do need to appear in your In-text Citations.

Format:
Provide initials and surname and provide as exact a date as possible

Example:

“There are claims that students have difficulties using APA citation style in their research papers (A. Smith, personal communication, July 4, 2018).”

OR

“A. Smith also claimed that many of her students had difficulties with APA style (personal communication, July 4, 2018).”

For more information about APA formatting, check out: Scribbr APA Guide