Certainly! Here's a simple example:

Hello Team,

I want to take a moment to address a recent oversight on my part. I missed the deadline for submitting the project report, which I know delayed some of our team's progress.

I apologize for the inconvenience this caused and am committed to making it right. Moving forward, I've implemented a new tracking system to better manage deadlines and ensure this doesn't happen again.

Thank you for your understanding and support as we work through this. I'm confident that with these adjustments, we'll be even more efficient.

Best regards,

[Your Name]