

Subject: Apology for [specific incident]

Dear [Name/Team],

I hope this message finds you well. I am writing to sincerely apologize for [specific incident] that took place on [date/time]. It was an oversight on my part, and I take full responsibility for the impact it had on you and the team.

I understand that my actions may have caused inconvenience, and I am truly sorry for any disruption this may have led to. I am actively working on steps to ensure this does not happen again, which include [briefly outline steps].

Please feel free to reach out if there's anything else I can do to make amends. I value our collaboration and am committed to regaining your trust through dedicated efforts to improve.

Thank you for your understanding and patience.

Best regards,

[Your Name]