Certainly! Here's a simple example:

Hello everyone,

I wanted to take a moment to address a mistake I made recently. I understand that my actions may have caused inconvenience, and for that, I am truly sorry.

I take full responsibility for what happened. It was my oversight, and I should have double-checked the details before moving forward. I've learned from this experience and am committed to ensuring it doesn't happen again.

Thank you for your understanding and patience as I work to make things right.

Sincerely,

[Your Name]