

Certainly. Here's a simple example:

---

Hello everyone,

I hope this message finds you well. I wanted to take a moment to address the recent deadline that we unfortunately missed. I take full responsibility for this oversight and understand the impact it has on our project and our team.

We had planned to complete the report by Friday, but due to unforeseen complications and a misallocation of resources, we were unable to meet this deadline. I realize this has inconvenienced many of you, and for that, I sincerely apologize.

Moving forward, I am actively working on a revised timeline and ensuring we have the necessary resources to get back on track. I am also implementing a more robust monitoring system to prevent this from happening again.

Thank you for your understanding and patience. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]