Certainly! Here's a simple example:

Hello Team,

I want to take a moment to address a mistake I made on the recent project. I misunderstood the requirements, which led to an oversight in our deliverables. I am sorry for any inconvenience this may have caused.

I have learned from this experience and am currently reviewing our procedures to ensure it doesn't happen again. I will also be seeking additional training to better align my work with our team's goals.

Thank you for your understanding and support as I work to improve.

Best,

[Your Name]