

Subject: Apology for Oversight

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the oversight in the [specific project or task] that occurred on [specific date]. It came to my attention that [briefly describe the mistake], and I take full responsibility for this error.

I understand the impact this may have had on our team and clients, and I am truly sorry for any inconvenience caused. I am currently taking the necessary steps to rectify the situation, including [mention any corrective actions you are implementing]. Furthermore, I am reviewing our current processes to ensure similar issues do not arise in the future.

Thank you for your understanding and patience as I work through this.

Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]