

Subject: Apology for My Recent Mistake

Dear [Colleague's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for the mistake I made on [specific project or task]. I realize that my oversight caused inconvenience and may have disrupted our workflow.

Please know that I am taking immediate steps to ensure this does not happen again, and I am actively working on a solution to rectify the situation. I value our collaboration and am committed to maintaining a positive working relationship.

Thank you for your understanding and patience. I appreciate any guidance you might offer as I navigate correcting this error.

Warm regards,

[Your Name]