

Subject: Apology for My Mistake

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the mistake I made regarding [briefly describe the mistake] on [date]. I understand that this error has caused inconvenience and complications for the team, and for that, I am truly sorry.

I take full responsibility for my oversight and have already taken steps to ensure this doesn't happen again. I am implementing [mention any corrective measures] to avoid any similar issues in the future.

Please know that I am committed to making things right and am willing to help in any way to rectify the situation. Thank you for your understanding and patience.

Once again, I apologize for my mistake and any trouble it may have caused.

Sincerely,

[Your Name]