

Casual acknowledgment of error affecting team

Subject: My Mistake on [Project/Task Name]

Hi [Team/Manager Name],

I need to own up to an error I made that's affecting our team. I [specific mistake] which has caused [specific impact on team/timeline/workload].

I realize this has created extra work for everyone, and I'm really sorry about that. I'm already working on [corrective action] and will have it sorted by [specific timeframe].

Going forward, I'll [preventive measure] to make sure this doesn't happen again. Thanks for your patience while I fix this.

[Your Name]

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