

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for my oversight regarding [specific issue or task]. I realize that my mistake may have caused you inconvenience and affected our team's work.

I take full responsibility for my actions and am committed to ensuring that this does not happen again. Moving forward, I will make it a priority to double-check my work and communicate more effectively with the team.

Thank you for your understanding and patience. I value our working relationship and appreciate your support.

Best regards,
[Your Name]
[Your Position]