

Error Acknowledgment - Casual Internal Message

Subject: Oops! My mistake on the [Project/Report Name]

Hi [Colleague Name],

I wanted to reach out and let you know that I made an error in [specific document/report/data] that I sent earlier. I accidentally [describe the error: used wrong figures, sent the wrong version, included incorrect information, etc.].

Here's what happened: [brief explanation of the error]

I've already corrected the mistake and attached the updated version to this message. The main changes are [list key corrections].

Sorry for any confusion this may have caused! If you've already started working with the incorrect version, please discard it and use this corrected one instead.

Let me know if you have any questions or if this creates any issues on your end.

Thanks for understanding!

[Your Name]

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