

Accidentally sending the wrong email happens more often than most professionals care to admit. Whether it's an incomplete draft, incorrect attachment, wrong recipient, or outdated information, the need to follow up with a "please ignore the previous email" message is a common workplace scenario.

Handled poorly, this follow-up can make you look careless or unprofessional. Handled well, it can actually reinforce your clarity, accountability, and communication skills.

This guide breaks down exactly how to write an effective "ignore my last email" message: when to send it, what to include, what to avoid, and how to maintain credibility while correcting the mistake.

## Why These Messages Matter More Than You Think

At first glance, a quick correction email might seem trivial. But in reality, it plays a critical role in:

- **Preventing confusion:** Stops recipients from acting on incorrect information
- **Protecting your credibility:** Shows awareness and ownership
- **Maintaining workflow efficiency:** Keeps teams aligned and focused
- **Reducing unnecessary back-and-forth:** Clarifies issues before they escalate

A vague or poorly written correction email can cause more confusion than the original mistake. That's why clarity and tone matter.

# When You Should Send a “Please Ignore” Email

Not every email mistake requires a follow-up. Use this type of message when:

- You sent the email to the wrong recipients
- The content contains incorrect or outdated information
- An attachment was missing, incorrect, or confidential
- The message was sent prematurely (unfinished draft)
- You’re about to send a corrected version immediately after

If the error is minor (e.g., a typo with no impact), it’s often better to let it go rather than drawing extra attention.

## Key Principles of an Effective Correction Email

A strong “please ignore” message follows a few core principles:

### 1. Be Clear and Direct

Avoid over-explaining. The goal is to quickly tell recipients what to do: ignore the previous email.

**Weak:**

“I apologize for any confusion that may have arisen from my previous message...”

**Strong:**

“Please ignore my previous email. It was sent in error.”

## 2. Take Ownership Without Over-Apologizing

A simple acknowledgment is enough. Long apologies can dilute the message.

### **Good balance:**

“Apologies for the confusion. Please disregard the earlier email.”

## 3. Clarify Next Steps (If Any)

If a corrected email is coming, say so clearly.

Example:

“A corrected version will follow shortly.”

## 4. Act Quickly

Timing is critical. The faster you send the correction, the less likely people are to act on the incorrect message.

## 5. Keep It Short

This is not the time for long explanations. Aim for 1–3 concise sentences.

# Common Scenarios and How to Handle Them

## 1. Sent to the Wrong Person

If confidentiality is involved, be especially careful.

Example:

“Please disregard my previous email: it was sent to you in error.”

## 2. Missing or Incorrect Attachment

Combine the correction with the fix.

Example:

“Please ignore my previous email. Here is the correct attachment.”

## 3. Incorrect Information

Be explicit about what’s wrong and what’s correct.

Example:

“Please disregard my earlier message. The information was incorrect. See the updated details below.”

## 4. Premature Send (Draft Email)

Keep it simple and follow with a corrected version.

Example:

“Please ignore my previous email. It was sent before completion. I’ll resend shortly.”

## Subject Line Matters More Than You Think

Your subject line should immediately signal correction and urgency. Here are effective formats:

- **“Please Ignore Previous Email”**
- **“Correction: Please Disregard My Last Message”**
- **“Update: Disregard Earlier Email”**
- **“Sent in Error – Please Ignore”**

Avoid vague subject lines like “Quick update” or “Oops” as they don’t communicate urgency.

## Tone: Professional, Not Dramatic

Even if the mistake feels significant, your tone should remain calm and controlled.

Avoid:

- Overly emotional language (“I’m so embarrassed...”)
- Humor in formal contexts (“Oops, ignore that disaster!”)
- Blame shifting (“The system sent it incorrectly...”)

Stick to a neutral, professional tone that focuses on resolution.

# What Not to Do

These are common mistakes that weaken your follow-up email:

- **Over-explaining the error:** Keep it brief
- **Sending multiple correction emails:** Combine into one clear message
- **Being vague:** Clearly state what should be ignored
- **Delaying the correction:** Act immediately
- **Ignoring serious mistakes:** Some situations require more than a simple correction

## Advanced Tip: When a Simple “Ignore” Isn’t Enough

In some cases, especially involving sensitive data or major misinformation, you may need more than a quick follow-up.

Consider:

- Directly contacting key recipients
- Clarifying the impact of the error
- Providing explicit corrected instructions

A “please ignore” email works best for low-to-moderate impact errors.

## 5 Reusable Email Templates

Below are five ready-to-use templates for different scenarios. You can copy, paste, and adapt them as needed.

# 1. Simple “Ignore Previous Email” Template

*Use this for general mistakes with no major consequences.*

Subject: Please Ignore Previous Email

Hi [Name],

Please ignore my previous email. It was sent in error.

Apologies for the confusion.

Best,  
[Your Name]

# 2. Correction + Follow-Up Template

*Use when you are sending updated or correct information.*

Subject: Correction: Please Disregard Previous Email

Hi [Name],

Please disregard my earlier email! It included incorrect information.

Here is the correct version:  
[Insert corrected content or attach file]

Thanks for your understanding.

Best,  
[Your Name]

### **3. Wrong Recipient Template**

*Use when the email was sent to unintended recipients.*

Subject: Sent in Error – Please Ignore

Hi [Name],

Please disregard my previous email. It was sent to you by mistake.

Thank you for your understanding.

Best regards,  
[Your Name]

### **4. Missing Attachment Template**

*Use when you forgot to include an attachment.*

Subject: Updated Email with Attachment

Hi [Name],

Please ignore my previous email. The attachment was missing.

I've included the correct file here.

Best,  
[Your Name]

## 5. Premature Draft Sent Template

*Use when an unfinished email was accidentally sent.*

Subject: Please Ignore – Draft Sent in Error

Hi [Name],

Please ignore my previous email. It was sent before it was finalized.

I'll send a complete version shortly.

Thanks,  
[Your Name]

## 25 “Please Ignore the Previous Email” Examples

### 1. For a simple error:

*Subject: Correction: [Original Subject Line]*

*Please disregard my previous email regarding [Topic]. I sent it prematurely. The correct information is below.*

### 2. For a wrong attachment:

*Subject: Corrected Attachment: [Original Subject Line]*

*Please ignore the previous email and use the attached document instead. The earlier version contained an error.*

### 3. For an email sent to the wrong person:

*Subject: Please Disregard: [Original Subject Line]*

*Please ignore the email I sent at [Time]. I sent it to you by mistake.*

**4. For a broken link:**

*Subject: Updated Link: [Original Subject Line]*

*Please disregard the previous email. The link provided was broken. Use this corrected link instead: [Link].*

**5. For a wrong meeting time:**

*Subject: Corrected Time: [Original Subject Line]*

*Please ignore the previous invitation. The meeting is actually at [Correct Time]. I have attached the updated calendar invite.*

**6. For an incomplete draft:**

*Subject: Please Disregard: [Original Subject Line]*

*Please ignore my last email. It was an incomplete draft sent by mistake. I will send the final version shortly.*

**7. For outdated figures or data:**

*Subject: Update: [Original Subject Line]*

*Please disregard the numbers in the previous email. I have updated the figures below based on the newest report.*

**8. For an accidental "Reply All":**

*Subject: Please Disregard Previous Message*

*Please ignore my previous reply to this thread. It was intended for a single recipient.*

**9. For a missing attachment:**

*Subject: Missing Attachment: [Original Subject Line]*

*Please ignore my previous email. I forgot to include the attachment. You will find it here.*

**10. For a wrong meeting location:**

*Subject: Corrected Location: [Original Subject Line]*

*Please disregard the location mentioned in my previous message. We will meet in [Correct Location] instead.*

**11. For a canceled request:**

*Subject: Disregard Request: [Original Subject Line]*

*Please ignore my previous email requesting [Item/Action]. We have already resolved the issue.*

**12. For the wrong version of a file:**

*Subject: Final Version: [Original Subject Line]*

*Please disregard the previous attachment. That was an early draft; please use this final version.*

**13. For a formatting error:**

*Subject: Correction: [Original Subject Line]*

*Please ignore the previous email. The formatting made it difficult to read. Here is the clean version.*

**14. For an email sent to the wrong distribution list:**

*Subject: Please Disregard: [Original Subject Line]*

*Please ignore my previous message. It was accidentally routed to this group list.*

**15. For clarifying unclear instructions:**

*Subject: Clarification: [Original Subject Line]*

*Please disregard my previous email. I realized the instructions were unclear. Here is the updated and correct process.*

**16. For an incorrect date:**

*Subject: Corrected Date: [Original Subject Line]*

*Please ignore the last email. The event is actually on [Correct Date], not [Incorrect Date].*

**17. For an incorrect invoice:**

*Subject: Revised Invoice: [Original Subject Line]*

*Please disregard the invoice sent earlier today. The attached version reflects the correct billing amount.*

**18. For a duplicate email caused by a system glitch:**

*Subject: Please Disregard Duplicate Message*

*Please ignore this and any previous duplicate emails. Our system experienced a brief glitch.*

**19. For a sudden change of plans:**

*Subject: Change of Plans: [Original Subject Line]*

*Please disregard my previous email. We are changing our approach to this project. The new details are below.*

**20. For an incorrect name or salutation:**

*Subject: Correction: [Original Subject Line]*

*Please ignore my previous email. I apologize for the incorrect name in the greeting.*

**21. For a canceled event:**

*Subject: Event Canceled: Please Disregard Previous Invite*

*Please ignore the previous event invitation. We have canceled the gathering due to [Reason].*

**22. For a wrong document link:**

*Subject: Correct Document Link: [Original Subject Line]*

*Please disregard the previous email. It linked to the wrong folder. The correct access link is provided here.*

**23. For incorrect login credentials:**

*Subject: Updated Access Details: [Original Subject Line]*

*Please ignore the login details in my previous email. Use the credentials provided below instead.*

**24. For a typo in a crucial detail (like a tracking number):**

*Subject: Correction to [Detail]: [Original Subject Line]*

*Please disregard the previous message. The [Detail] was incorrect. The correct one is [Correct Detail].*

**25. For an internal memo sent externally:**

*Subject: Please Disregard: [Original Subject Line]*

*Please ignore the previous email. It was an internal communication sent to you in error.*

## **Best Practices for Preventing This Situation**

While these emails are useful, prevention is better. A few habits can significantly reduce mistakes:

- **Use delayed send:** Set a 1–2 minute delay on outgoing emails
- **Double-check recipients:** Especially when using reply-all
- **Review attachments before sending**
- **Write subject lines last:** Helps ensure accuracy
- **Pause before sending:** A quick re-read can catch most errors

## What to Avoid

- **Over-apologizing:** A brief “I apologize for the confusion” is sufficient. Avoid writing a paragraph explaining how bad you feel about the error.
- **Making excuses:** The recipient does not need to know why the mistake happened. Focus entirely on providing the correct information.
- **Delaying the correction:** Send the follow-up email the moment you realize the mistake to prevent the recipient from acting on incorrect data.
- **Forgetting the attachment (again):** If the original error was a missing file, double-check that the new email actually has the document attached before hitting send.
- **Vague subject lines:** Do not simply reply with “Oops” or “Sorry.” Use clear, searchable indicators like “Correction:” or “Please Disregard:” in the subject line.

## Final Checklist Before Sending

- **Verify the recipient:** Make sure you are sending the correction to the exact same person or group who received the original error.
- **Double-check attachments:** If the correction involves a new or updated file, confirm it is actually attached before clicking send.
- **Keep it brief:** Ensure you have stated the correction

clearly without unnecessary rambling or over-explaining.

- **Proofread:** Take a deep breath and quickly read through the new message to ensure your haste hasn't introduced a new mistake.

When done right, it minimizes confusion, maintains trust, and keeps communication flowing smoothly.

Mastering small moments like this is what separates average communication from truly effective professional communication.