

Apology for Freelance Project Delay

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering the [Project Name] that was due on [Due Date]. I understand how important this project is to you and your business.

Unfortunately, [brief explanation of the reason for the delay]. This has caused an unforeseen impact on my timeline, and I take full responsibility for any inconvenience this may have caused you.

I assure you that I am now prioritizing this project and am committed to completing it by [New Estimated Completion Date]. I appreciate your understanding and patience during this time.

Thank you for your continued support. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio (if applicable)]