

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Journal/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the late submission of my manuscript titled "[Manuscript Title]". Unfortunately, due to unforeseen circumstances, I was unable to submit it by the deadline.

The delay was caused by [brief explanation of circumstances, e.g., personal health issues, family emergencies, etc.]. I take full responsibility for not adhering to the timeline and understand the importance of meeting submission deadlines.

I have attached the completed manuscript for your review and consideration. I assure you that I will take every step necessary to avoid such delays in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]