

**Dear [Editor's Name],**

I hope this message finds you well. I am writing to formally apologize for the delay in submitting my manuscript titled "[Title of Manuscript]," which was due on [due date].

Unfortunately, I encountered unexpected research delays that hindered my ability to complete the manuscript by the deadline. Specifically, [briefly explain the reason for the delay, e.g., unforeseen complications in data collection, personal circumstances, etc.]. As a result, I was unable to meet the original timeline I had set.

I take full responsibility for this situation and sincerely apologize for any inconvenience this may have caused. I value the opportunity to contribute to [Journal Name] and am committed to ensuring that it does not happen again in the future.

I have now completed the manuscript and am attaching it with this letter for your consideration. Thank you for your understanding and patience in this matter. I look forward to your response.

Warm regards,

[Your Full Name]  
[Your Position/Title]  
[Your Institution]  
[Your Email Address]  
[Your Phone Number]