

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Editor's Name]

[Journal Name]

[Journal Address]

[City, State, Zip Code]

Dear [Editor's Name],

I am writing to sincerely apologize for the late submission of my manuscript titled "[Title of Manuscript]." Due to unforeseen personal circumstances, I was unable to meet the deadline originally set for [specific date].

I understand the importance of adhering to deadlines and take full responsibility for this delay. I assure you that I am fully committed to the review process and have taken measures to prevent such occurrences in the future.

Thank you for your understanding and consideration. I appreciate your support in this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Affiliation]