

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Editor's Name]  
[Journal Name]  
[Journal Address]  
[City, State, ZIP Code]

Dear [Editor'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]." I recognize that the deadline has passed and I regret any inconvenience this may have caused.

The delay was primarily due to unforeseen setbacks in data collection that arose during my research. Despite my best efforts to adhere to the timeline, I encountered challenges that required additional time to resolve.

I assure you that I am now in the final stages of preparation and I am committed to submitting the manuscript as soon as possible. I greatly appreciate your understanding and patience regarding this matter.

Thank you for considering my situation. I look forward to your kind response.

Warm regards,  
[Your Name]  
[Your Affiliation]