

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Journal or Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delayed submission of my manuscript titled "[Manuscript Title]." The submission was due on [Due Date], and I regret that I was unable to meet this deadline.

The primary reason for the delay was my inadequate time management, which I take full responsibility for. I underestimated the time required for the final revisions, and this unfortunately led to my inability to submit the manuscript on time.

I am currently finalizing the manuscript and want to assure you that I am committed to upholding the standards expected by [Journal or Institution Name]. I anticipate submitting the revised manuscript by [Proposed New Submission Date].

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

Sincerely,

[Your Name]

[Your Affiliation]