

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for missing the deadline for [specific project or task] that was due on [original deadline date]. I understand the importance of timely deliverables and the impact that my oversight has had on your plans.

This delay was due to [brief explanation of the reason, if appropriate]. I take full responsibility for my lapse in judgment and assure you that this is not typical of my work ethic.

To rectify this situation, I have already taken the necessary steps to complete the project and anticipate having it ready by [new completion date]. I appreciate your understanding and support as I work to resolve this matter promptly.

Thank you for your patience and understanding. I value our working relationship and am committed to making sure that this does not happen again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]