

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the deadline for [specific project or task] that was due on [specific date]. Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, etc.].

I understand that meeting deadlines is crucial for our team's success, and I take full responsibility for this oversight. I am currently working to complete the task as quickly as possible and expect to have it finished by [new proposed deadline].

Thank you for your understanding and patience in this matter. I appreciate your support and am committed to ensuring this does not happen again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]