

Letter of Contrition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delayed presentation of my report titled "[Report Title]" that was due on [Due Date].

Due to [brief explanation of reasons for the delay], I was unable to complete the report on time. I understand that timely submissions are crucial for our workflow and I deeply regret any inconvenience this may have caused to you and the team.

Please be assured that I have taken steps to improve my time management skills and will prioritize future deadlines to prevent this from happening again. I am committed to delivering high-quality work and I appreciate your understanding in this matter.

Thank you for your patience and support. I look forward to your understanding and am happy to discuss this further if needed.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]