

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in providing the necessary documentation regarding [specific documents or project]. I understand the importance of timely communication, and I regret any inconvenience this may have caused.

Due to [brief explanation of the reason for the delay, if appropriate], I was unable to deliver the documents as scheduled. I assure you that I am taking this matter seriously and am actively working to ensure that it does not happen again in the future.

I appreciate your patience and understanding during this time, and I am committed to sending the required documentation by [new deadline]. If there is anything else I can do to assist you in the meantime, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]