

Subject: Explanation for Tardy Report Handover

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an explanation for the delay in the submission of the report originally due on [due date].

Unfortunately, I encountered [briefly explain reasons for tardiness, e.g., unexpected circumstances, technical issues, etc.]. This situation hindered my ability to complete the report by the deadline.

I have since resolved the issues and have attached the completed report for your review. I apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Thank you for your patience. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]