

Reassurance Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent delay in the submission of my report titled "[Insert Report Title]." I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Despite the unforeseen circumstances that led to the delay, I assure you that I am committed to maintaining our project's timeline. I have taken the necessary steps to rectify the situation and will ensure that all future submissions are timely and thorough.

Thank you for your patience and support during this time. If you have any questions or require further clarification, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]