

Letter of Regret for Delayed Report Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my regret for the delayed submission of the [Report Name] which was due on [Original Due Date].

Due to [brief explanation of the reason for delay], I was unable to complete the report by the deadline. I take full responsibility for this oversight and understand the importance of meeting deadlines in our professional environment.

I am currently finalizing the report and will ensure it is submitted by [New Submission Date]. I appreciate your understanding and patience regarding this matter.

Thank you for your consideration, and I assure you that I will take the necessary steps to avoid such delays in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]