

Letter of Remorse for Late Report Submission

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for failing to submit my report on [Report Topic] by the specified deadline of [Deadline Date].

I fully understand the importance of timely submissions and how delays can impact project timelines and team responsibilities. Unfortunately, due to [Brief Explanation of Reason], I was unable to meet the deadline.

Please rest assured that I am taking this matter seriously and have already implemented measures to ensure it does not happen again in the future.

I appreciate your understanding and patience regarding this matter. I am currently finalizing the report and will submit it by [New Submission Date]. Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]