

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the delay in delivering the [specific report name] that was due on [due date].

Unfortunately, unforeseen circumstances [briefly mention the reason if appropriate, e.g., illness, workload] impacted my ability to complete the report on time. I understand the importance of timely submissions and the inconvenience this may have caused you and the team.

I assure you that I am doing everything possible to finalize the report, and you can expect to receive it by [new submission date]. Thank you for your understanding and patience regarding this matter.

Please feel free to reach out if you have any questions or need further assistance.

Once again, I apologize for any inconvenience this may have caused. Thank you for your consideration.

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