

Letter of Explanation for Late Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain the delay in the delivery of [specific work or project name], which was originally due on [original due date].

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, illness, etc.]. Despite my best efforts to meet the deadline, these circumstances hindered my ability to complete the work on time.

I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. I am actively working to complete the work and expect to deliver it by [new completion date].

Thank you for your patience and support. If you have any questions or need further clarification, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]