

Formal Apology Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for not meeting the deadline for [specific project or task] that was due on [insert due date]. I understand the importance of this project and the impact my delay may have caused to you and the team.

Due to [briefly explain reason, if appropriate], I was unable to deliver the work on time. This is not the standard of professionalism that I strive for, and I take full responsibility for this oversight.

To rectify this situation, I am currently working diligently to complete the [project/task] and I will ensure it is delivered by [new deadline]. I appreciate your understanding and patience in this matter.

Thank you for your attention to this matter and I look forward to your continued support.

Sincerely,

[Your Name]