

Subject: Reassurance Following Missed Deadline

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to address the recent missed deadline regarding [specific project or task]. I understand how important this project is to you and the impact that delays can have.

Please be assured that we are fully committed to rectifying the situation. Our team has already taken steps to ensure that we are back on track and moving forward efficiently.

We appreciate your understanding and patience during this time. Rest assured, we are prioritizing this matter and will keep you updated with our progress.

If you have any questions or concerns, please do not hesitate to reach out. We value our partnership and are dedicated to meeting your expectations.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]