

Letter of Regret

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the delay in submitting the [Project Name] project, which was originally due on [Due Date].

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal matters, etc.]. I understand the importance of meeting deadlines and the impact that my delay may have on the team and the overall project timeline.

I regret any inconvenience this may have caused, and I assure you that I am taking the necessary steps to ensure the completion of the project. I anticipate having the project finalized by [New Submission Date].

Thank you for your understanding and patience in this matter. I appreciate your continued support and look forward to submitting the completed project soon.

Sincerely,

[Your Name]

[Your Position]