

Apology for Missing Work Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the deadline for [specific project or task] that was due on [due date]. I understand the importance of adhering to deadlines, and I take full responsibility for my oversight.

Due to [brief explanation of the reason, e.g., unexpected circumstances, workload, etc.], I was unable to complete the task on time. I understand that this may have caused inconvenience for you and the team, and for that, I am truly sorry.

To rectify this situation, I am committed to completing the work by [new deadline], and I will ensure to communicate any potential setbacks in the future. I value our working relationship and appreciate your understanding.

Thank you for your patience, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]