

# Apology for Delayed Deliverable

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in delivering [specific deliverable] that was due on [original due date].

Unfortunately, [brief explanation of the reason for the delay, if appropriate]. I understand the importance of this deliverable to you and your team, and I take full responsibility for not meeting the deadline.

To rectify this situation, I have taken the following steps: [list any actions taken to remedy the situation]. I am committed to providing you with the completed deliverable by [new completion date].

Thank you for your understanding and patience in this matter. I greatly value our partnership and am dedicated to ensuring this does not happen again in the future.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]