

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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 sincerely apologize for not meeting the deadline for [specific project/task] on [specific date]. I understand the importance of timely submissions and the impact that delays can have on our team's progress.

Unfortunately, [brief explanation of the reason for the delay, e.g., unexpected personal issues, workload, etc.]. I take full responsibility for not communicating this sooner and for any inconvenience that my actions may have caused.

Moving forward, I am taking steps to ensure that this does not happen again, including [mention any solutions or adjustments you are implementing]. I am committed to completing the project as soon as possible and will keep you updated on my progress.

Thank you for your understanding and support in this matter. I truly value our working relationship and appreciate the opportunity to correct my mistake.

Sincerely,

[Your Name]