

Letter of Excuse for Delayed Task Completion

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for not completing the [specific task or project name] by the deadline of [insert deadline]. Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, etc.].

Despite my best efforts to meet the deadline, I was unable to deliver the work on time. I take full responsibility for this oversight and understand the importance of timely completion.

I am currently working diligently to finalize the task and I expect to have it completed by [insert new completion date]. Thank you for your understanding and patience regarding this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]