

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an explanation regarding the partial completion of [specific task/project name] that was due on [due date].

Due to [briefly explain the reason, e.g., unforeseen circumstances, resource limitations, etc.], I was unfortunately unable to fulfill the task in its entirety. I have completed [describe what has been completed] and am currently working on [explain what is pending and plan to complete it].

I understand the importance of completing this project and assure you it is my top priority. I anticipate that I will have the remaining parts completed by [new deadline].

Thank you for your understanding and support. Please let me know if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]