

Apology Letter for Unfinished Project

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not completing the [Project Name] by the agreed deadline. I take full responsibility for this delay and understand the impact it may have on you and the team.

Due to [brief explanation of reasons, if appropriate], I was unable to fulfill my commitments as planned. I deeply regret any inconvenience this may have caused and assure you that it was never my intention to let you down.

I am currently working on finalizing the project and am committed to delivering it as soon as possible. I appreciate your understanding and patience during this time.

Thank you for your support, and I hope to regain your trust moving forward.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]