

# Formal Apology for Missed Deadline

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for not meeting the deadline for [specific project or task] that was due on [specific date]. I understand the importance of deadlines and the impact my oversight may have caused to you and your team.

The delay was due to [briefly explain reason for missed deadline], and it was not my intention to disrupt the workflow. I take full responsibility for this setback.

To rectify the situation, I am currently working on [specific actions you're taking to ensure completion]. I assure you that I am committed to delivering the completed project by [new deadline].

Thank you for your understanding and patience in this matter. I appreciate your support, and I look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]