

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the recent deadlines we had set for the [specific project or task]. I understand how important these deadlines are for our team's success, and I regret any inconvenience my delay may have caused you.

There were several unforeseen circumstances that affected my ability to deliver on time, and I take full responsibility for not communicating these challenges sooner. I value our collaboration and appreciate your support and patience during this time.

Moving forward, I am committed to improving my time management and ensuring that I keep you updated on my progress. If there's anything I can do to help mitigate the impact of my delay, please let me know.

Thank you for your understanding. I genuinely appreciate your cooperation and teamwork.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]