

Subject: Sincere Apology for Missed Deadlines

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the deadlines on [specific project or task]. I take full responsibility for this oversight and understand the impact it has on our team and the overall progress of the project.

There were unforeseen circumstances that led to my delayed submissions, but I realize that I should have communicated these challenges with you and the team sooner. I value the trust you place in me and I deeply regret any inconvenience my actions may have caused.

Moving forward, I am committed to improving my time management skills and will ensure that I keep you updated on my progress. I appreciate your understanding and patience regarding this matter.

Thank you for your guidance and support. I look forward to continuing to contribute positively to our team's efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]