

# Subject: Apology for Missed Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the deadline for [specific project or task] that was due on [due date].

Unfortunately, [brief explanation of the reason, e.g., unforeseen circumstances, personal issues, workload], which significantly impacted my ability to complete the task on time. I take full responsibility for this oversight and understand the importance of timely submissions.

I am currently working diligently to finalize the project and expect to deliver it by [new completion date]. I appreciate your understanding and patience regarding this matter.

Thank you for your consideration. Please let me know if there's anything further I can do to mitigate the situation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]