

Accountability Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Accountability for Overdue Submission

Dear [Insert Recipient's Name],

I am writing to formally address the overdue submission of [Insert Project/Document Name] that was due on [Insert Due Date]. I take full responsibility for not meeting the deadline and acknowledge the importance of adhering to timelines.

Due to [Insert Reason, e.g., unforeseen circumstances, lack of resources], I was unable to complete the task on time. I understand that this delay may have impacted [Insert Relevant Parties or Projects].

To rectify this situation, I have already taken the following steps: [Insert Actions Taken]. I am committed to ensuring that this situation does not happen again, and I am implementing measures to improve my time management in the future.

Thank you for your understanding and support. I appreciate the opportunity to address this matter and sincerely apologize for any inconvenience caused.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Contact Information]