

Commitment to Rectify Missed Deadline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the missed deadline for [specific project or task] originally due on [original due date]. I take full responsibility for this delay and understand the impact it may have caused.

To rectify this issue, I am committed to [outline your plan to meet the new deadline, e.g., providing a revised timeline, steps you will take to expedite the process]. I am dedicated to ensuring this matter is resolved promptly and will keep you updated at every step.

Thank you for your understanding and patience. I assure you that I am taking this matter seriously and am focused on delivering the best possible outcome.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]