

Apology Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the timeline for [specific task or project name]. I understand the importance of deadlines and how my delay may have caused inconvenience to you and the team.

There were unforeseen circumstances that hindered my ability to complete the work on time, and I take full responsibility for not communicating these issues earlier. I value our relationship and am truly sorry for any stress this may have caused.

Moving forward, I am committed to rectifying this situation. I will ensure that the remainder of the project is completed by [new proposed deadline] and will take extra measures to prevent this from happening again in the future.

Thank you for your understanding and patience. I appreciate your support during this time and look forward to continuing our work together.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]