

Letter of Reassurance and Apology for Deadline Delay

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in meeting the deadline for [specific project or task]. I understand the importance of this deadline, and I regret any inconvenience this may have caused.

We encountered [briefly explain the reason for the delay, e.g., unexpected circumstances, resource issues], which impacted our timeline. Please be assured that we are actively working to resolve these issues and get back on track.

We are committed to delivering quality work, and I appreciate your understanding and patience during this time. We anticipate having [provide a new estimated deadline] ready for you. If there's anything else I can do to alleviate any concerns, please let me know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]