

Apology for Missing Project Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for failing to meet the deadline for [Project Name] that was due on [Due Date]. I understand that this may have caused inconvenience and disappointment.

Unfortunately, [brief explanation of circumstances, e.g., unexpected challenges, personal issues]. I take full responsibility for not managing my time effectively and failing to communicate with you sooner about the situation.

To rectify this, I am taking immediate steps to ensure the project is completed as soon as possible. I am committed to delivering the final version by [New Deadline]. I will also keep you updated on my progress.

Once again, I am truly sorry for any issues my delay may have caused. I deeply value our collaboration and appreciate your understanding.

Thank you for your patience.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]