

Dear [Coworker's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the deadlines on [specific project or task name] that we were working on together. I understand that my delay has caused inconvenience and may have affected the team's progress, and for that, I am truly sorry.

There were unforeseen circumstances that impacted my ability to deliver on time, but I recognize that communication is key, and I should have kept you informed. I value your hard work and dedication, and I deeply regret any additional stress my actions may have caused you.

Moving forward, I am committed to improving my time management skills and ensuring that this does not happen again. I appreciate your understanding and patience as I work through this. Please let me know how I can make it right or support you moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]