

# Apology for Tardy Project Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delayed delivery of the [Project Name] project, which was due on [Original Due Date]. I understand the importance of adhering to deadlines and the impact that this delay may have caused.

Unfortunately, [brief explanation of the reasons for the delay, e.g., unforeseen circumstances, resource availability, etc.]. I take full responsibility for not communicating this sooner, and I regret any inconvenience this may have caused you and your team.

As of now, I have taken the necessary steps to ensure that the project is completed promptly. I am committed to delivering the finished project by [New Completion Date].

Thank you for your understanding and patience in this matter. I appreciate the opportunity to work with you and remain dedicated to providing quality work moving forward. If there are any additional concerns you wish to address, please feel free to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]