

Formal Apology Letter for Project Completion Delay

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally apologize for the delay in the completion of the [Project Name]. We had anticipated finalizing the project by [Original Deadline], but due to [Brief Explanation of the Delay], we have fallen behind schedule.

Please understand that we take full responsibility for this hold-up, and I assure you that we are actively working to resolve the issue. Our team is committed to completing the project as soon as possible, and we anticipate a new completion date of [New Completion Date].

Your understanding and support during this time are greatly appreciated, and I assure you that we will do our utmost to prevent similar occurrences in the future.

Thank you for your patience and understanding. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]