

Subject: Sincere Apology for Missing Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt regret for not remembering the [specific deadline] related to [project or task name]. I understand the importance of timely deliverables in our profession and I sincerely apologize for any inconvenience this oversight may have caused.

This was not my intention, and I take full responsibility for the lapse in attention. I value our collaboration and appreciate the trust you place in me, and I am truly sorry for any disruption this may have caused to our workflow.

To remedy the situation, I have already taken the necessary steps to ensure that the [specific task or project] is completed as soon as possible. I appreciate your understanding and patience as I work to rectify my oversight.

Thank you for your understanding. I assure you that I will take the necessary measures to prevent this from happening in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]