

Letter of Justification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally justify the late submission of my academic review originally due on [Insert Due Date]. I sincerely apologize for not meeting the deadline and hope to provide clarity regarding the circumstances that led to this delay.

Due to [briefly explain the reason, e.g., unexpected personal challenges, illness, increased workload, etc.], I was unable to complete my review in a timely manner. [Elaborate on the situation briefly, if necessary, without going into excessive detail].

I fully understand the importance of meeting academic deadlines and assure you that this situation was unforeseen. I am committed to adhering to the required timelines moving forward and have taken steps to manage my schedule more effectively.

Thank you for your understanding and consideration regarding this matter. I appreciate the opportunity to address this situation and hope for your support.

Sincerely,

[Your Name]

[Your Program/Department]

[Your Contact Information]