

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for missing the submission deadline for [specific project, assignment, or task] on [specific date]. I take full responsibility for this oversight and understand the importance of adhering to deadlines.

[Brief explanation of the circumstances that led to the missed deadline, if applicable, but avoid making excuses.]

I assure you that I have taken steps to ensure this will not happen again, including [mention any measures you are implementing]. I am committed to rectifying the situation and would appreciate any guidance on how I can proceed in order to make up for this lapse.

Thank you for your understanding and patience regarding this matter. I value [the opportunity/your guidance/our collaboration] and hope to regain your trust.

Sincerely,

[Your Name]

[Your Position, if applicable]