

Letter of Regret for Delayed Project Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for the delay in submitting the [Project Name] project, which was due on [Original Due Date].

Unfortunately, [briefly explain reason for delay, e.g., unforeseen circumstances, or personal reasons]. I understand the importance of timelines and assure you that this delay was not taken lightly.

I am actively working to complete the project and anticipate submitting it by [New Submission Date]. I appreciate your understanding and patience in this matter.

Thank you for your continued support and understanding. Please feel free to reach out if you have any further questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]