

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret regarding my inability to meet the submission timeline for [specific project or document] that was due on [due date].

Despite my best efforts to complete the work on time, [brief explanation of the reason for delay, e.g., unforeseen circumstances, personal issues]. I take full responsibility for this oversight and understand the importance of adhering to deadlines.

I greatly appreciate your understanding and patience in this matter. I am currently finalizing the submission and will ensure that it reaches you by [new proposed submission date]. If there's anything I can do to mitigate the impact of this delay, please let me know.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]