

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for the late submission of my report titled "[Report Title]," which was due on [due date]. I understand the importance of timely submissions and I regret any inconvenience my delay may have caused you and the team.

The delay was caused by [brief explanation of the reason for the late submission, e.g., unforeseen circumstances, illness, etc.]. I take full responsibility for not managing my time effectively, and I assure you that measures are being put in place to prevent this from happening in the future.

I have now submitted the report as of [submission date] and hope that you find it meets the required standards. I appreciate your understanding and patience in this matter.

Thank you for your attention, and I apologize once again for any disruption this may have caused.

Sincerely,

[Your Name]