

# Accountability Letter for Missed Deadlines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Accountability for Missed Deadlines

Dear [Recipient's Name],

I am writing to formally address the missed deadlines that occurred on [insert specific dates or projects]. I understand the importance of adhering to our timelines and the potential impact of these delays on the project and the team.

Unfortunately, [briefly explain the reasons for the missed deadlines, being honest and accountable]. I take full responsibility for not meeting the expectations set forth.

Moving forward, I am committed to taking the following steps to ensure this does not happen again:

- [Step 1: Detail a specific action you will take]
- [Step 2: Detail another action]
- [Step 3: Optional additional actions]

I appreciate your understanding and support as I work to rectify this situation. Thank you for your patience and for allowing me the opportunity to make amends.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]