

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally acknowledge the oversight regarding the impending deadline for [specific project or task] that was due on [specific date].

We understand the importance of adhering to deadlines and the implications this oversight may have caused. We take full responsibility for this lapse and are currently implementing measures to ensure it does not happen again.

We value our collaboration and appreciate your understanding in this matter. Please let us know how we can rectify the situation moving forward.

Thank you for your patience. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]