

Letter of Regret

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my failure to submit [specific document or assignment] by the due date of [insert due date]. I understand the importance of meeting deadlines and regret any inconvenience this may have caused.

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal issues, etc.]. I take full responsibility for not communicating this earlier and understand the implications of my oversight.

I appreciate your understanding and patience in this matter. I assure you that I am taking measures to ensure this does not happen again in the future. I have completed the [specific document or assignment] and have attached it for your review.

Thank you for your consideration. I look forward to your understanding response.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]