

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere regret for not meeting the deadline for [specific project or task] that was due on [due date]. I understand the importance of timely submissions, and I take full responsibility for my time mismanagement, which ultimately led to this oversight.

Please know that I value our partnership and the trust you place in my work. I am currently taking steps to improve my time management skills to prevent this from happening in the future. I truly appreciate your understanding in this matter.

I am committed to delivering the completed work by [new deadline], and I assure you that it will meet your expectations. Thank you for your patience and understanding.

Sincerely,

[Your Name]