

Date: [Insert Date]

To the Board of Directors,

Subject: Apology for Missed Deadlines

Dear Members of the Board,

I am writing to formally apologize for my failure to meet the deadlines set forth in our recent project schedule. I understand the importance of adhering to timelines and the impact my oversight has on the team's overall progress and goals.

Due to [briefly explain reason if appropriate, e.g., unforeseen circumstances, resource limitations], I was unable to deliver my portion of the project as agreed. I take full responsibility for this lapse and assure you that it is not reflective of my usual commitment to the team and our objectives.

Moving forward, I am implementing [mention any specific measures or changes you will be making] to ensure that such issues do not occur again. I appreciate your understanding and support as we work together to navigate this situation.

Thank you for your attention to this matter, and I am available for any discussions if deemed necessary.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]