

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the oversight regarding the deadline for [specific task or project]. I understand the importance of timely submissions and regret any inconvenience this may have caused.

We are currently reviewing our processes to ensure that such oversights do not occur in the future. I appreciate your understanding and patience as we work through this matter.

Please feel free to reach out if you have any further concerns or if there is anything more we can do to rectify this situation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]