

# Subject: Apology for Delay in Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the established timeline for the [Project Name]. I understand how important this project is to you and the team, and I take full responsibility for the delay.

Due to [brief explanation of reason for delay], we were unable to deliver as promised. I assure you that I am taking the necessary steps to rectify the situation and get us back on track. We are currently working hard to ensure that the remaining milestones are met without further delay.

I appreciate your understanding and patience during this time. I am committed to maintaining transparent communication as we move forward to complete this project successfully.

Thank you for your understanding. Please feel free to reach out if you have any questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]