

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain the delay in the submission of [specific document or project name] which was due on [due date].

Unfortunately, [brief explanation of the reason for the tardiness, such as unforeseen circumstances, personal issues, or technical difficulties]. I understand the importance of meeting deadlines, and I sincerely apologize for any inconvenience this may have caused.

To address this situation, I have taken [mention any steps you are taking to rectify the situation or prevent future delays]. I am committed to submitting the required document by [new submission date].

Thank you for your understanding and patience in this matter. I appreciate the opportunity to explain my circumstances and look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]