

Letter of Regret for Missing Deadline

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for missing the deadline for [specific task/project] that was due on [due date]. I understand the importance of meeting deadlines and the inconvenience this may have caused you and the team.

Unfortunately, [brief explanation of the reason for missing the deadline, e.g., unforeseen circumstances, personal issues, etc.]. I take full responsibility for this oversight and assure you that it was never my intention to cause any disruption.

To rectify the situation, I am currently prioritizing this task and anticipate that I will have it completed by [new deadline]. I appreciate your understanding and patience as I work to get this resolved.

Thank you for your attention to this matter. I assure you that I am committed to improving my time management to prevent this from happening again. If there is anything further I can do, please let me know.

Sincerely,
[Your Name]