

Letter of Clarification for Missed Deadline Submission

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the circumstances regarding the missed submission deadline for [specific project or document].

Due to [brief explanation of the reason, e.g., unforeseen circumstances, illness, etc.], I was unable to submit the [document/project] by the due date of [original deadline]. I understand the importance of timely submissions and sincerely apologize for any inconvenience my delay may have caused.

I am currently finalizing the [document/project] and anticipate having it ready for submission by [new proposed deadline]. Please let me know if this timeline is acceptable or if there are any further steps you would recommend.

Thank you for your understanding and support. I appreciate your consideration in this matter.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company/Organization Name]