

Subject: Explanation for Late Project Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain the circumstances surrounding the late submission of my project titled "[Project Title]." The project was due on [Original Due Date], and I regret to inform you that I was unable to meet this deadline.

Unfortunately, [briefly explain reason for delay, e.g., unexpected personal circumstances, health issues, or technical difficulties]. I understand the importance of adhering to deadlines and take full responsibility for not completing the project on time.

I have since made significant progress on the project and am committed to delivering it by [New Submission Date]. I appreciate your understanding and support regarding this matter, and I assure you that this experience has motivated me to manage my time more effectively in the future.

Thank you for your consideration. Please let me know if there's anything further I can provide to mitigate this situation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]