

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Justification for Tardy Submission of [Work/Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the tardy submission of [Work/Project Name], which was due on [Original Due Date].

Unfortunately, due to [brief explanation of circumstances, e.g., unforeseen personal circumstances, illness, technical difficulties, etc.], I was unable to complete the work on time. I understand the importance of meeting deadlines and assure you that this was an exceptional situation.

I have now completed the work, and I am attaching it for your review. I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,

[Your Name]

[Your Contact Information]