

# Letter of Regret for Overdue Submission

Date: [Insert Date]

Recipient's Name

Recipient's Title

Company/Organization Name

Address Line 1

Address Line 2

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for not submitting [specific document or assignment] by the agreed deadline of [insert due date].

Unfortunately, [briefly explain the reason for the delay, if appropriate, e.g., unforeseen circumstances, personal issues]. I take full responsibility for this oversight and understand the importance of meeting deadlines.

To rectify this situation, I have [describe any steps you have taken or will take to ensure the submission and avoid future delays]. I have attached the completed [document/assignment] for your review.

Thank you for your understanding and patience regarding this matter. I appreciate your consideration and look forward to your feedback.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Contact Information]