

This **apology email sample for missing client deadline** provides a professional and sincere template to acknowledge a delayed deliverable, express regret, take responsibility, and offer a clear plan to rectify the situation. Such emails are essential in maintaining trust, transparency, and positive client relationships by demonstrating accountability and commitment to timely communication and resolution.

Apology Email Sample

Subject: Apology for Missed Deadline on [Project/Task Name]

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the agreed-upon deadline for [specific project or deliverable] that was due on [original deadline date].

I take full responsibility for this delay, which was due to [brief explanation of the reason, without making excuses, e.g., "unexpected technical challenges" or "resource constraints"]. I understand how important this project is and the inconvenience our delay may have caused to your plans.

Please rest assured that we have taken immediate steps to address the situation. We are currently [explain action steps being taken, e.g., "working overtime", "adding additional resources"], and anticipate delivering the completed work by [new proposed deadline]. We will keep you updated with our progress and inform you immediately of any further developments.

Again, I am very sorry for any disruption this may have caused. Thank you for your understanding and continued trust in us. Please let me know if there is anything further I can do to address your concerns.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]