

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position, if applicable]
[Department/Organization Name]
[Address, if necessary]

Subject: Apology for Late Submission of Form

Dear [Recipient's Name],

I am writing to sincerely apologize for the late submission of [name of the form, e.g., "the annual evaluation form"], which was due on [original due date]. I understand the importance of adhering to deadlines and the inconvenience that delays like this can cause to your workflow and processes.

Unfortunately, due to pressing work commitments and unexpected workload demands, I was unable to complete and submit the form on time. I take full responsibility for this oversight and assure you that it was never my intention to disrupt any schedules or procedures.

I kindly request your understanding in this matter, and I am grateful for any consideration you might extend regarding this delay. Please be assured that I have taken steps to better manage my time and prioritize important deadlines in the future to prevent such issues from recurring.

Once again, I apologize for any inconvenience this may have caused and appreciate your patience and understanding.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Department/Organization Name, if applicable]