

Apology Letter for Late Proposal Submission

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position/Department]
[Company/Organization Name]
[Address]

Subject: Apology for Late Submission of Proposal

Dear [Recipient's Name],

I am writing to sincerely apologize for the delay in submitting the proposal entitled "[Proposal Title]". I fully acknowledge that the proposal was due on [Deadline Date] and was not delivered on time.

The delay was due to [briefly explain reason for late submission, e.g., unforeseen circumstances, technical difficulties, etc.]. I take full responsibility for this oversight and understand the inconvenience it may have caused to you and your team.

I assure you that the proposal has now been completed and submitted for your review. I am committed to preventing such delays in the future and have taken the necessary steps to ensure all future deadlines are met promptly.

Once again, I sincerely apologize for any disruption this may have caused. I kindly request your understanding and consideration of my situation. I am available to discuss any concerns you may have regarding the late submission.

Thank you for your time and patience.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company/Organization]
[Contact Information]