

Date: [Insert Date]

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

Subject: Apology for Late Submission of Project

Dear [Recipient's Name],

I am writing to sincerely apologize for the late submission of the [Project Name], which was due on [Original Due Date]. Unfortunately, I experienced a personal emergency that required my immediate attention and temporarily prevented me from completing the project on time.

I deeply regret any inconvenience this delay may have caused and understand the importance of meeting deadlines. Please rest assured that I have taken all necessary steps to ensure the completion of the project as soon as possible. I am committed to delivering quality work and to upholding my professional responsibilities going forward.

I kindly ask for your understanding and forgiveness regarding this matter. Thank you for your patience and consideration during this unforeseen circumstance.

Please let me know if there is any way I can assist in minimizing the impact of this delay or if further information is required.

Once again, I apologize for any trouble caused and appreciate your understanding.

Sincerely,
[Your Name]
[Your Position/Role]
[Contact Information]