

Apology Letter for Missed Deadline with Resolution Proposal

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

Dear [Recipient Name],

I am writing to sincerely apologize for not meeting the agreed-upon deadline for [briefly mention the project, task, or deliverable]. I understand the importance of timely completion and the impact that delays can have on your planning and operations.

The delay was due to [briefly explain the reason, if appropriate, e.g., unforeseen challenges, resource constraints, etc.], and I fully accept responsibility for not communicating this sooner. I assure you that this is not reflective of my usual standards of reliability and commitment.

To rectify this situation, I propose the following resolution: [describe your resolution proposal-e.g., updated timeline, steps for expedited completion, offer of additional support, etc.]. Specifically, I aim to deliver [project/task/deliverable] by [new timeline/date]. I have also taken the following steps to prevent similar issues in the future: [list any process improvements, additional checks, etc.].

Once again, I apologize for any inconvenience this may have caused and appreciate your understanding and patience. Please let me know if there is anything else I can do to address your concerns or support your requirements.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]