

Date: [Insert Date]

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

Subject: Apology for Missing Deadline Due to Personal Reasons

Dear [Recipient's Name],

I am writing to sincerely apologize for not being able to meet the deadline for [specific task or project name] which was due on [original deadline date]. Unfortunately, I encountered some unforeseen personal circumstances that temporarily impacted my ability to complete the required work on time.

I understand the importance of meeting deadlines and the inconvenience that delays can cause to the workflow and team. Please rest assured that I have taken immediate steps to address these personal issues and have made the necessary arrangements to prioritize the completion of my pending tasks. I am currently working diligently to finalize [specific task or project] and expect to submit it by [new completion date].

I genuinely value your understanding and patience in this matter. Moving forward, I am committed to better managing my time and responsibilities to prevent similar occurrences. Thank you for your consideration and continued support.

Please feel free to reach out if you need any further information or would like to discuss this matter further.

Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Contact Information]