

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

I am writing on behalf of [Your Company/Your Name] to sincerely apologize for missing the application deadline for [specific application/program/project] on [missed deadline date]. We recognize the importance of adhering to deadlines and fully understand the inconvenience that this oversight may have caused.

Unfortunately, the deadline was missed due to [briefly explain relevant circumstances, e.g., "unexpected staff changes", "system issues", "an internal miscommunication"]. Please accept our apologies for any disruption this may have caused to your review process.

We greatly value our relationship with [Recipient's Organization] and would appreciate consideration of the following alternatives to help rectify this situation:

- Allowing us to submit our application after the deadline, if possible.
- Granting a short extension to enable us to provide the required information.
- Informing us about alternative ways we may participate or future opportunities we can pursue.

We assure you that we have reviewed and improved our internal procedures to prevent similar incidents from occurring in the future.

Thank you for your understanding and consideration. Please let us know if there is any way we can address this matter or further support your organization.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]