

# Apology Letter for Missed Deadline with Request for Leniency

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]

Dear [Recipient's Name],

I am writing to sincerely apologize for not meeting the deadline for [project or task name], which was due on [original deadline]. I deeply regret any inconvenience or disruption this may have caused you and your team.

Unfortunately, [brief explanation of the reason for the delay-e.g., unforeseen circumstances, illness, unexpected technical issues]. While I take full responsibility for not delivering the work on time, please know that I have taken immediate steps to address these issues and prevent a recurrence.

I am currently finalizing the remaining tasks, and I anticipate completion by [revised deadline]. I assure you that I am fully committed to delivering quality work and have prioritized this assignment to expedite its delivery.

I kindly request your understanding and leniency regarding this delay. I value our professional relationship and will do my utmost to ensure this does not happen again. Thank you very much for your patience and consideration. If there is anything further I can do to rectify the situation or if you wish to discuss this matter, please do not hesitate to let me know.

Once again, I apologize for any inconvenience this may have caused and sincerely appreciate your understanding.

Yours sincerely,  
[Your Name]