

Apology Letter Sample for Delay in Submitting Documents

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting the required documents for [specific purpose, e.g., your application/our project/etc.].

Unfortunately, the delay was caused by [briefly explain reason, e.g., unforeseen personal circumstances/technical issues/etc.], which prevented me from meeting the established deadline. I accept full responsibility for this oversight and regret any inconvenience it may have caused.

I want to assure you that I have now attached/submitted all the necessary documents and have taken steps to ensure this does not happen again in the future. Your understanding and patience are greatly appreciated.

Please let me know if there is anything further I can do to resolve any issues arising from this delay. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]