

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apologize for not meeting the agreed-upon deadline for [briefly describe the contract or project, e.g., "delivery of project deliverables for the XYZ project"], originally scheduled for [original deadline date].

I fully acknowledge the inconvenience and disruption this delay may have caused to your operations, and I take full responsibility for not meeting our contractual obligation. The delay was due to [briefly explain the reason, if appropriate, e.g., "unexpected resource constraints and supply chain issues"]. However, I understand that these reasons do not excuse the missed deadline.

To address this situation and prevent recurrence, I am taking the following steps:

- We have allocated additional resources to expedite the remaining work.
- The new anticipated completion date is [proposed new deadline].
- Regular progress updates will be provided every [frequency, e.g., "two days"] until completion.
- As a gesture of goodwill, we would like to offer [possible compensation or discount, if applicable, e.g., "a 10% discount on the final invoice"].

Please rest assured that your satisfaction is our top priority, and I am committed to restoring your confidence in our reliability. Should you have any concerns or additional requests, please do not hesitate to contact me directly at [phone number] or [email address].

Once again, I sincerely apologize for any trouble this delay has caused. Thank you for your understanding and continued partnership.

Yours sincerely,  
[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]