

Apology Letter Sample for Late Submission of Expense Report

Dear [Recipient's Name],

I am writing to sincerely apologize for the late submission of my recent expense report for the period ending [Date/Period]. I understand that timely submission of expense documentation is essential for accurate financial processing and reimbursement, and I regret any inconvenience this delay may have caused.

The delay occurred due to [briefly explain the reason, e.g., unforeseen workload, illness, travel commitments, etc.], which temporarily impacted my ability to compile and submit the required documents on time. I realize the importance of adhering to established deadlines and take full responsibility for this oversight.

Please rest assured that I have now submitted all the necessary documents and have taken steps to ensure this situation does not happen again in the future. I have set up reminders and reviewed internal procedures to avoid missing any deadlines going forward.

Once again, I apologize for any inconvenience this may have caused. Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position/Department]