

Apology Letter to Manager for Missing Report Deadline

Date: [Insert Date]

To,
[Manager's Name]
[Manager's Position]
[Company/Organization Name]

Dear [Manager's Name],

I am writing to sincerely apologize for missing the deadline for submitting the [Report Name] that was due on [Original Due Date]. I understand the importance of timely submission, and I regret any inconvenience or disruption this may have caused to you and the team.

The delay was due to [briefly explain reason, e.g., unforeseen workload, technical challenges, etc.], which affected my ability to complete the report on time. I take full responsibility for not communicating the potential delay sooner and for not managing the situation more effectively.

I have since completed the report and attached it herewith for your review. Going forward, I am taking steps to better manage my time and will set regular progress updates to ensure deadlines are always met. I will also promptly inform you if any issues arise in the future that may impact my deliverables.

Please accept my sincere apologies for this oversight. I deeply value your understanding and trust, and I am committed to maintaining the professionalism and reliability expected in our team.

Thank you for your attention and understanding.

Sincerely,
[Your Name]
[Your Position]
[Contact Information]