

Formal Apology Letter for Missing Work Deadline

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]

Dear [Recipient's Name],

I am writing to formally apologize for not meeting the deadline for [project/task name], which was due on [original deadline date]. I regret any inconvenience my delay may have caused to the team and the overall progress of the project.

The delay was the result of [briefly state the reason, e.g., unforeseen circumstances, resource constraints, etc.], and I take full responsibility for not communicating the challenges I encountered sooner. I understand the importance of meeting agreed-upon timelines, and I sincerely apologize for falling short of expectations in this instance.

To resolve this, I have already taken the following steps to complete the outstanding work: [briefly describe any actions taken or plan to complete the task]. Additionally, I am implementing new measures, such as [mention specific measures, e.g., improved time management, regular progress updates, etc.], to ensure timely delivery of future assignments.

Thank you for your understanding and the opportunity to address this issue. I value your trust and remain committed to maintaining high standards of performance going forward.

Please let me know if there is anything further I can do to mitigate the impact of this delay.

Sincerely,
[Your Name]