

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization]  
[Date]

[Recipient's Name]  
[Recipient's Position, if applicable]  
[Recipient's Company/Organization]

Dear [Recipient's Name],

I am writing to sincerely apologize for missing the deadline for [name of the task/project/assignment] which was due on [original deadline date]. I fully recognize the importance of timely submissions and the inconvenience my delay may have caused to you and the team.

The delay was the result of [briefly explain cause of delay, e.g., unforeseen circumstances or workload], and I take full responsibility for my oversight. I understand that meeting deadlines is crucial for the smooth operation of our projects and your trust in me. Please rest assured that I am taking proactive steps to improve my time management practices to ensure that such an incident does not occur in the future.

I truly regret any disruption or inconvenience I have caused and appreciate your understanding. I am committed to making this right and am open to any suggestions you may have on how I can help mitigate the impact of this delay. Please let me know if there is anything further I can do to resolve this matter.

Thank you very much for your consideration. I value your trust and the opportunity to work together, and I am dedicated to meeting -- and exceeding -- expectations moving forward.

Sincerely,  
[Your Name]