

Apology Letter Sample for Late Submission Due to Illness

Date: [Insert Date]

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

Subject: Apology for Late Submission Due to Illness

Dear [Recipient's Name],

I am writing to sincerely apologize for the late submission of [mention the specific work/document/assignment, etc.] which was due on [original due date]. Unfortunately, I was unable to meet the deadline due to a recent illness that significantly impacted my ability to complete the required work on time.

I understand the importance of adhering to deadlines and deeply regret any inconvenience my delay may have caused to you or the team. As soon as my health allowed, I made every effort to finalize and submit the required work. I have now attached/forwarded the [document/work/assignment] for your review.

I appreciate your understanding and consideration regarding this matter. Please be assured that I am committed to ensuring timely communication and will take extra measures to avoid similar delays in the future.

Thank you for your compassion and support.

Sincerely,
[Your Name]
[Your Position/Department, if applicable]
[Contact Information]