

Apology Letter Template: Missing Group Project Deadline

Dear Team,

I want to sincerely apologize for missing the recent deadline for our group project. I understand the importance of timely contributions and the impact that delays can have on our collective progress and planning.

The delay was due to *[briefly explain reason, e.g., unforeseen personal circumstances/workload/balance with other commitments]*. I recognize that I should have communicated this sooner, and I regret any inconvenience or extra pressure my actions may have caused you all.

I take full responsibility for this lapse and am committed to making things right. I have already adjusted my schedule and am working diligently to complete my part. I expect to have everything finalized by **[insert new deadline]**.

If anyone needs my help with other tasks to make up for lost time, please let me know-I am more than willing to assist wherever needed. Thank you all for your understanding and dedication to our group's success.

Once again, my sincere apologies for the delay. I appreciate your support and am committed to ensuring this does not happen again.

Best regards,
[Your Name]