

## 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]