

Date: [Insert Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Recipient Name],

I am writing to formally apologize for not meeting the deadline of [original deadline date] for [project/task name]. I regret any inconvenience or disruption this may have caused you and the team.

Unfortunately, the delay was due to [briefly explain reason, e.g., unforeseen technical issues, resource constraints, personal circumstances, etc.]. While these issues were unexpected, I acknowledge that it was my responsibility to communicate these challenges earlier and take proactive measures to avoid the delay.

Please be assured that I am taking immediate steps to resolve the situation. I am currently [describe action plan, e.g., putting in additional hours, collaborating with team members, seeking additional resources] to ensure that the remaining work is completed as soon as possible. I expect to deliver the final [project/task] by [new deadline/date].

I value your trust and sincerely apologize for falling short of expectations. Moving forward, I will implement better time management strategies and provide earlier updates should any issues arise.

Thank you for your understanding and patience. Please let me know if there is anything further I can do to address this situation.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Company/Organization Name]