

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to sincerely apologize for not meeting the project deadline originally set for [original deadline date]. Unfortunately, I was unwell due to [briefly mention illness, e.g., a severe flu], which significantly impacted my ability to complete the project on time. My illness required me to take time off for rest and recovery, and I was unable to perform my duties as usual during this period.

I fully understand the importance of adhering to our project schedules and the inconvenience that this delay may have caused you and the team. Please be assured that this situation was entirely unforeseen, and I took all possible steps to minimize the impact on the project. As of now, I have resumed work and am prioritizing the completion of all outstanding tasks to ensure the timely delivery of the project moving forward.

I am committed to maintaining clear communication and accountability throughout the remainder of this project. I respectfully request your understanding regarding this unforeseen circumstance and assure you of my dedication to meeting all future deadlines.

Thank you for your patience and support. Please let me know if there is anything more I can do to mitigate the effects of this delay or if you require any additional information.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]