

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Institution/Company Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting my B.Tech project titled "[Project Title]." Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, personal issues, technical challenges], I was unable to meet the originally scheduled deadline of [original deadline date]. I take full responsibility for this oversight and understand the importance of timely submissions.

I have taken proactive steps to ensure that my project is completed with the utmost quality. I am currently finalizing the remaining aspects and anticipate that I will be able to submit the completed project by [new deadline date].

Thank you for your understanding and support during this time. I appreciate your patience, and I assure you that I am committed to rectifying this situation.

Sincerely,

[Your Name]  
[Your B.Tech Program and Year]  
[Your Student ID] (if applicable)