

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally explain the circumstances surrounding the late submission of [specific document, assignment, or report], which was due on [original due date].

Unfortunately, [briefly explain your reason for the delay, e.g., unforeseen personal circumstances, illness, technical issues, etc.]. This situation impacted my ability to complete the submission on time.

I understand the importance of adhering to deadlines and sincerely apologize for any inconvenience this may have caused. To rectify the situation, I have since completed [the document/assignment] and am submitting it with this letter.

Thank you for your understanding and consideration. I appreciate your support, and I assure you that I will take all necessary steps to prevent this from happening in the future.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]