

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I am unable to submit the [specific document] by the original deadline of [original deadline date]. Due to [brief explanation of the reason], I have encountered unexpected delays.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. I am committed to submitting the document by [new proposed deadline] and will ensure that I meet this new timeline.

Thank you for your patience and support. Please let me know if you require any further information or if there are alternative arrangements that can be made.

Sincerely,

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