

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apologize for the late submission of [specific document or project name], originally due on [original due date].

I take full responsibility for this delay and understand the importance of meeting deadlines. Unfortunately, [brief explanation of the reason for the delay, if appropriate, e.g., unforeseen circumstances, scheduling conflicts].

I assure you that I have taken steps to prevent this from happening in the future, including [mention any measures you are implementing]. The completed document has now been submitted as of [new submission date], and I appreciate your understanding in this matter.

Thank you for your patience and consideration. If you have any further questions or require additional information, please do not hesitate to reach out.

Sincerely,

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