

[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 message finds you well. I am writing to formally apologize for the late submission of [specify document name/description] that was due on [due date].

Due to [brief explanation of the reason for the delay], I was unable to submit the document on time. I understand the importance of meeting deadlines and sincerely regret any inconvenience this may have caused.

I have attached the completed document for your review. Please let me know if there is anything further I can do to remedy the situation.

Thank you for your understanding and patience regarding this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]