

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally acknowledge the late submission of [specific document, assignment, report, etc.] originally due on [original due date]. I understand the importance of adhering to deadlines and sincerely apologize for any inconvenience my delay may have caused.

The reason for my late submission was [briefly explain reason, if appropriate]. I have since completed and submitted the required [document, assignment, report, etc.], and it was sent on [submission date].

Thank you for your understanding and consideration regarding this matter. I appreciate your patience and the opportunity to rectify my oversight. If there are any further steps I need to take or if you require additional information, please do not hesitate to let me know.

Sincerely,

[Your Name]

[Your Title, if applicable]