

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

Dear [Recipient's Name],

Subject: Late Submission Notification

I hope this message finds you well. I am writing to formally inform you that I was unable to submit [the specific document/report/assignment] by the original deadline of [insert deadline date].

The reason for the delay is [briefly explain the reason for the late submission, e.g., unforeseen circumstances, illness, etc.]. I understand the importance of meeting deadlines and assure you that this was an exceptional situation.

I have now completed the [document/report/assignment] and am attaching it to this letter for your review. I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]