

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the late submission of [specific documents] that were due on [due date].

Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal emergency, etc.]. This caused me to miss the deadline, and I take full responsibility for this oversight. I understand the importance of timely submissions and the impact that this delay may have caused. I assure you that I have since completed the documents and have attached them for your review.

Thank you for your understanding and patience regarding this matter. I appreciate your consideration and support, and I assure you that I will do my best to prevent this from happening in the future.

Sincerely,

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