

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I was unable to submit the required documents for [specific purpose or project] by the original deadline of [original deadline date].

The delay was due to [brief explanation of the reason for the late submission]. I apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

I have attached the required documents for your review and consideration.

I kindly request that you accept them despite the delay.

Thank you for your attention to this matter. I look forward to your understanding and support.

Sincerely,

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