

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I was unable to submit [Specify Document/Assignment] by the original deadline of [Insert Deadline Date]. I sincerely apologize for any inconvenience this may have caused.

The delay was due to [Brief Explanation of Circumstances]. I take full responsibility for this oversight and am committed to ensuring that it does not happen again in the future.

I have attached the completed document for your review. Please let me know if you need any additional information or if there are any consequences I should be aware of due to this late submission.

Thank you for your understanding.

Sincerely,
[Your Name]