

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be unable to submit the [specific project name] by the agreed-upon deadline of [original deadline date]. Unfortunately, [brief explanation of the reason for the delay, e.g., unforeseen circumstances, increased workload, etc.].

I understand the importance of meeting project deadlines and sincerely apologize for any inconvenience this may cause. I am currently working diligently to complete the project and anticipate that I will be able to submit it by [new submission date].

Thank you for your understanding in this matter. Please let me know if there is any additional information you require or if we can discuss this further.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]