

[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 formally address the missed deadline for [specific project or task] that was due on [original deadline date].

I understand the importance of meeting deadlines and the inconvenience caused by this delay. Unfortunately, [brief explanation of the circumstances leading to the missed deadline, e.g., unforeseen circumstances, health issues, etc.].

I am currently taking steps to rectify the situation by [outline the steps you are taking to complete the work or project]. I anticipate that I will be able to submit the completed work by [new proposed deadline].

I sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. Thank you for your patience and support.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company/Organization Name] (if applicable)