

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally apologize for the late submission of [specific document or assignment name], which was due on [original due date].

Unfortunately, [brief explanation of the reason for the delay].

I fully understand the importance of adhering to deadlines and take full responsibility for any inconvenience this may have caused. I have since completed the document and am attaching it for your review.

I appreciate your understanding and consideration of my situation. Thank you for your support.

Sincerely,  
[Your Name]