

[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 letter finds you well. I am writing to formally apologize for the late submission of [specific document name or assignment] that was due on [original due date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, personal reasons], I was unable to meet the deadline. I take full responsibility for this oversight and understand the importance of adhering to deadlines.

I have attached the document for your review. I appreciate your understanding and patience regarding this matter, and I assure you that I will take the necessary steps to prevent this from happening in the future.

Thank you for your attention to this matter. Please let me know if there are any further steps I need to take.

Sincerely,
[Your Name]