

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[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 am unable to submit [specific work, assignment, or project name] by the original deadline of [original deadline date].

Unfortunately, [brief explanation of circumstances that led to the late submission, e.g., unforeseen circumstances, illness, etc.]. I take full responsibility for not meeting the deadline, and I sincerely apologize for any inconvenience this may cause.

I am currently completing the work and expect to submit it by [new proposed submission date]. I appreciate your understanding and support in this matter.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]