

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the delay in the handover of [specific document or project name], which was due on [original due date].

[Brief explanation of the reason for the delay, if appropriate].

I sincerely apologize for any inconvenience this may have caused and assure you that I am taking necessary measures to ensure that this situation does not recur in the future.

I am currently finalizing the document, and it will be submitted to you by [new submission date]. Thank you for your understanding and patience regarding this matter.

Please feel free to reach out if you have any questions or require any additional information.

Warm regards,

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