

[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 sincerely apologize for the delay in submitting the [specific document] that was due on [original deadline].

Unfortunately, [brief explanation of the reason for the delay], which hindered my ability to meet the deadline. I take full responsibility for this oversight and understand the importance of timely submissions. I have since completed the document, and you will find it attached to this letter. I assure you that I am taking steps to ensure that this does not happen again in the future.

Thank you for your understanding and patience regarding this matter. I appreciate your consideration, and I look forward to your feedback.

Sincerely,
[Your Name]