

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain the circumstances surrounding the late submission of [specify the document, e.g., "the financial report"] that was due on [due date].

[Explain the reason for the delay. Be concise and honest. For example: "Unfortunately, I encountered unexpected personal circumstances that required my immediate attention." or "There was a technical issue that prevented me from submitting the document on time."]

I understand the importance of meeting deadlines and I sincerely apologize for any inconvenience this may have caused. I have since completed the document and attached it for your review.

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

Warm regards,

[Your Name]  
[Your Title/Position, if applicable]