

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for the late submission of [specific document or project name] that was due on [original due date].

Unfortunately, [brief explanation of the reason for the delay, e.g., unexpected circumstances, personal issues, etc.]. I fully understand the importance of meeting deadlines and the potential impact my delay may have caused.

Please be assured that I have since completed the document and have attached it for your review. I am committed to ensuring this will not happen again in the future and will take the necessary measures to manage my time more effectively.

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

Sincerely,
[Your Name]