

[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 apologize for the late submission of [specify documents, e.g., "the required financial reports"] which were due on [original due date]. I understand the importance of adhering to deadlines and regret any inconvenience this delay may have caused.

[Briefly explain the reason for the delay, e.g., "Due to unforeseen circumstances related to..."]. I have taken the necessary steps to ensure that this situation does not occur again in the future.

Enclosed are the documents for your review. I appreciate your understanding and patience regarding this matter. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]