

****Subject:** Explanation for Late Document Submission**

****Dear [Recipient's Name],****

I hope this message finds you well. I am writing to explain the circumstances surrounding the late submission of [specific document name] originally due on [due date].

Unfortunately, [briefly explain the reason for the delay, e.g., unforeseen circumstances, personal issues, technical difficulties, etc.]. I acknowledge the importance of adhering to deadlines and sincerely apologize for any inconvenience this may have caused.

To ensure this does not happen again in the future, I have [mention any steps you are taking to prevent similar issues, e.g., improved time management, seeking assistance, etc.].

I have attached the completed document for your review. Thank you for your understanding, and I appreciate your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]