

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I am unable to submit the [Project Name] by the original deadline of [Original Deadline Date].

[Briefly explain the reason for the delay, e.g., unforeseen circumstances, technical issues, personal challenges, etc.].

I understand the importance of timely submissions and sincerely apologize for any inconvenience this may cause. I am currently working diligently to complete the project and expect to have it finished by [New Proposed Deadline].

Thank you for your understanding and support. Please let me know if you would like to discuss this matter further.

Sincerely,

[Your Name]
[Your Position/Title] (if applicable)
[Company/Organization Name] (if applicable)