

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I was unable to submit [the specific assignment/project/report] by the original deadline of [original deadline date].

The delay was due to [brief explanation of the reason for the late submission]. I understand the importance of adhering to deadlines and sincerely apologize for any inconvenience this may have caused.

I have since completed the [assignment/project/report] and am attaching it for your review. I appreciate your understanding and consideration in this matter.

Thank you for your attention, and I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position, if applicable]