

Subject: Apology for Late Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting [Name of the Document/Report/Task].

Unfortunately, [brief reason for the delay, e.g., "unexpected personal commitments" or "technical difficulties"], which led to the overdue submission. I assure you that this is not typical of my work ethic, and I am taking steps to ensure it does not happen again.

I understand the inconvenience this may have caused, and I am prepared to discuss this further at your earliest convenience. Additionally, I am committed to completing any additional tasks needed to catch up.

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]