

[Your Name]

[Your Position]

[Company Name]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to offer my sincere apologies for the delay in submitting [specific obligation/document/service] that was due on [original due date]. We acknowledge the importance of meeting our commitments and regret any inconvenience this may have caused.

The delay stemmed from [brief explanation of the reason for the delay], which was unforeseen and beyond our initial projections. We assure you that this was not intentional, and we are taking steps to prevent such occurrences in the future, including [mention any measures or steps being taken].

We are committed to delivering [specific obligation/document/service] by [new date], and we pledge to maintain open and transparent communication as we move forward.

Thank you for your understanding and patience on this matter. Please feel free to reach out to me directly at [your contact information] if you need any further assistance or clarification.

Once again, we apologize for any disruption this may have caused and look forward to continuing our successful partnership.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]