

Subject: Apology for Late Submission of Report

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting the [specific report name].

Due to [brief reason for the delay, e.g., unforeseen circumstances, personal issues], I was unable to meet the deadline set for [original deadline date]. I understand the importance of timely submissions and deeply regret any inconvenience this may have caused.

I assure you that I am taking necessary steps to ensure this does not occur in the future, and I have attached the completed report to this email for your review.

Thank you for your understanding and patience regarding this matter. I appreciate your continued support and value the opportunity to rectify this situation.

Please let me know if there is anything further I can do to make amends.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]