

Subject: Apology for Delayed Submission

Dear [Client's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in submitting [Project/Report Name], which was due on [original deadline date].

We value your time and deeply regret any inconvenience this may have caused to your schedule and operations. Due to [brief reason for delay, e.g., unforeseen circumstances, resource challenges], we were unable to meet the original timeline.

We have taken all necessary steps to resolve these issues and are committed to delivering the completed project by [new deadline date]. We appreciate your understanding and patience in this matter.

Please feel free to reach out to me directly should you have any concerns or require further updates. Thank you for your continued support and trust in us.

Warm regards,

[Your Name]

[Your Position]

[Company Name]