

Subject: Apology for Late Submission

Dear [Project Manager's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delayed submission of [project or task name], which was due on [original deadline]. I understand the importance of meeting deadlines and the impact this delay may have caused.

The delay was due to [brief reason, e.g., unforeseen circumstances, mismanagement of time], and I take full responsibility for not communicating this earlier. I assure you that steps have been taken to prevent this from happening in the future, including [mention any corrective actions, if applicable].

I have attached the completed project for your review. Please let me know if there are any issues or further steps I can assist with.

Thank you for your understanding and patience.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]