

Subject: Apology for Missing Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincerest apologies for not meeting the deadline for [specific project or task]. I understand the importance of timeliness and how this delay might have impacted your plans.

Unfortunately, [brief reason for delay, e.g., unexpected personal issue, workload]. Please know that this was not my intention, and I am already working to rectify the situation as swiftly as possible.

I am committed to ensuring this does not happen again and am taking steps to better manage my time and responsibilities. Thank you for your understanding and patience in this matter. I truly appreciate your support.

Please let me know how I can best assist in minimizing any inconvenience caused by this delay.

Warm regards,

[Your Name]