

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the agreed deadline for [specific task or project]. I understand the importance of this commitment and am truly sorry for any inconvenience caused.

I have reviewed my workflow and identified a few areas where I can improve to prevent this from happening in the future. I am fully committed to learning from this experience and growing into a more reliable team member.

I am currently working diligently to complete the task and expect to have it finished by [new deadline]. Please let me know if there is anything else I can do to rectify the situation or if you need any further assistance.

Thank you for your understanding and support as I continue to learn and grow in my role.

Warm regards,

[Your Name]