

Ladies and gentlemen,

I hope this message finds you well. I am reaching out today to sincerely apologize for not meeting the deadline we committed to. I understand how important this project is to each of you and the inconvenience that this delay may have caused.

There were unforeseen challenges that impacted our timeline, but I take full responsibility for not anticipating and mitigating these issues sooner. Please know that I am actively working with the team to address the root causes and ensure that this does not happen again in the future. I deeply appreciate your understanding and patience during this time. We are committed to delivering a high-quality outcome as soon as possible. Thank you for your support and trust in us.

Warm regards,

[Your Name]