

Sample Apology Letter for Missing a Deadline

Dear [Recipient's Name],

I am writing this letter to apologize for missing the deadline for [task/project]. I understand the impact this has on the project and I deeply regret any inconvenience or disruption caused.

I take full responsibility for the delay and I am committed to rectifying the situation and meeting the deadline as soon as possible. Your understanding is greatly appreciated, and I am working diligently to ensure this does not happen again.

Thank you for your patience.

Sincerely,

[Your Name]