

Professional Apology Email to a Client for Missed Deadline

Subject: Apology for Delayed Delivery - [Project Name]

Dear [Client's Name],

I am writing to sincerely apologize for failing to meet the agreed-upon deadline for [project/deliverable name] on [date]. I understand that this delay has caused inconvenience to your operations and may have impacted your business plans.

The delay occurred due to [brief, honest explanation without making excuses]. However, I take full responsibility for not communicating this challenge earlier and for not managing the timeline more effectively.

To rectify this situation, I have taken the following steps: [list specific actions]. The revised completion date is [new date], and I will provide you with daily progress updates to ensure transparency.

Additionally, I would like to offer [compensation/discount/additional service] as a gesture of goodwill and acknowledgment of this failure to meet our commitment.

I value your business greatly and am committed to restoring your confidence in our services. Please feel free to contact me directly at [phone number] if you have any concerns.

Sincerely,

[Your Name]

[Title]

[Company Name]

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