

Professional explanation for missed deadline

Subject: Missed Deadline Explanation - [Project/Task Name]

Dear [Manager Name],

I am writing to explain why I was unable to meet the [date] deadline for [specific project/task].

The delay was caused by [honest explanation - unexpected complications, resource issues, personal circumstances]. I should have communicated potential delays earlier in the process, which was an oversight on my part.

Current status:

- [Percentage complete or specific progress]
- [Revised completion timeline]
- [Any assistance needed]

To prevent future deadline issues, I am implementing [specific time management strategy/communication protocol]. I understand the importance of reliable delivery and apologize for any disruption this has caused to project timelines.

Thank you for your understanding.

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/explanation-and-apology-letter-for-mistake-at-work>